



# City of Council Bluffs

## Job Description

### **Park Maintenance Worker I**

**Department:** Parks & Recreation

**Supervisor:** Parks & Recreation Supervisor

**Location:** Park Maintenance Building and/or Recreation Complex

**FLSA Status:** Non-exempt

**Prepared By:** Mallory Davis, Recruiter

**Prepared Date:** March 2019

**Union:** AFSCME

**Pay Grade:** 14

**Pay:** \$18.68/hr

The City of Council Bluffs is an Equal Opportunity Employer.

**Summary:** Performs routine and semiskilled manual work which requires some knowledge of ground maintenance activities. Assignments are outlined in detail by supervisor and standard procedures are followed. Employees in this class will be assigned to one of the three different areas: Park Maintenance, Recreation Complex Maintenance, or Arborist & Horticulture Maintenance. Employees will be responsible for the General Maintenance Duties regardless of which area they are assigned to.

#### **Essential Duties and Responsibilities:**

##### Park Maintenance Duties:

- Participates in mowing, trimming, watering, weeding, seeding, and aeration of all City Parks
- Paints park buildings and equipment
- Performs heavy manual labor such as loading and unloading supplies, digging post holes, and digging ditches

##### Recreation Complex Maintenance Duties:

- Participates in mowing, trimming, watering, weeding, rolling, spiking, seeding, pumping, and aeration of all Recreation Complex athletic fields
- Prepares and maintains all athletic fields at the Recreation Complex for use

### Arborist & Horticulture Maintenance Duties:

- Plants and cares for trees and shrubs
- Weeds, cultivates, plants, and irrigates lawns and flower beds
- Prunes and trims hedges, bushes, and other shrubbery

### General Maintenance Duties:

- Operates turf related equipment such as tractors, riding mower, trucks, and snow blowers
- Operates hand tools and other simple equipment
- Makes minor repairs to grounds, equipment, buildings, and other structures
- Completes minor/preventative maintenance tasks on small equipment and mowers (e.g. change oil, sharpen blades, etc.)
- Rakes and removes leaves
- Polices grounds
- Regular and predictable attendance is required
- Other duties as assigned

### Supervisory Responsibilities:

May be responsible for overseeing seasonal employees when asked by the supervisor.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

- High school diploma or general education degree (GED)
- Some college in related area of study, preferred
- One (1) to three (3) years of related experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

### Certificates, Licenses, Registrations:

- Valid Driver's License

### Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.

**Other Skills and Abilities:**

- Some knowledge of grounds maintenance activities or gardening
- Ability and willingness to perform routine manual work
- Minimum knowledge of methods and equipment used in building, ground, and mechanical repair work
- Skill in the use of shovels, rakes, mowers, rollers, sprinklers, pruning shears, and other simple equipment
- Ability to operate all equipment safely and in accordance with the equipment manual and City Safety Policy
- Ability to understand and follow simple oral and written directions
- Ability to develop and maintain good public relations

**Please visit the City's Employment Opportunities page to apply for this position by the application deadline of March 22, 2019.**

**The City's Employment Opportunities page can be found at the following link:**  
<https://mss.councilbluffs-ia.gov/MSS/employmentopportunities/default.aspx>