

CITY OF WILLOWS

PARKS AND PUBLIC WORKS MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision, to perform a variety of semi-skilled tasks in the day to day maintenance of city parks, streets, storm structures, sanitary sewer, buildings, public grounds, and city street trees.

DISTINGUISHING CHARACTERISTICS:

Initially, under closer supervision, employees perform a variety of maintenance and constructions task in streets, parks, tress, equipment maintenance, and refuse and operate and maintain assigned tools and equipment. As experience is gained, employee are expected to independently handle most assignments without detailed instructions.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Community Development Services Director or Designee.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Perform all duties related to proper maintenance of turf and landscaped areas including mowing, weeding, pruning, fertilizing, seeding, watering and cultivating. Assist in installation of and repair of sprinklers and irrigation systems.
- Maintain sports facilities, restrooms and associated buildings. Rake and pickup leaves and debris from parks and mall areas maintained by the City. Manually or mechanically remove weeds and tree limbs from designated areas. Empty garbage cans and remove graffiti from buildings and signs. Paint and clean designated areas and structures, change light bulbs and work from a ladder if necessary.
- Assist in construction projects pertaining to the storm drain system as well as the sanitary sewer system. Clean and repair lines pertaining to the above, clean drain inlets and drain invert and boxes.
- Prepare roadways for paving, slurry and sealing, remove old surfaces and debris, and assist with resurfacing activities. Assist with construction of concrete curbs, gutters and sidewalks. Paint roadway striping, parking stalls and crosswalks. Install, repair and remove street signs. Maintain clean streets and gutters.
- Operate trucks, sprayers, generators, pumps, jackhammers, chainsaws, mowers, blowers, string trimmers, hedgers, pruners and other assorted equipment and hand tools. Clean and care for tools and equipment. Load and unload trucks. Excavate and fill trenches and ditches. And other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

PARKS & PUBLIC WORKS MAINTENANCE WORKER

Page 2

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Position requires working in adverse weather conditions and unpleasant or confined spaces.

Physical: Position requires performance of heavy manual labor, and may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping for extended periods in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, frequently and regularly need to lift, drag, push, carry or manipulate objects weighing up to 80 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent.

License/Certificate:

Possession of a valid Class C California Driver's License. Must pass a physical examination and drug and alcohol test as a condition of employment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Proper use, maintenance, and safe operation of motorized equipment, power tools and hand tools. Safe work practices. Some previous relevant experience in landscaping, building maintenance, equipment operation using those tools described above.

Ability to:

Perform heavy manual labor, maintain and establish cooperative working relationships; understand and carry out oral and written instructions; read and write at the level necessary to perform the above.

Skills to:

PARKS & PUBLIC WORKS MAINTENANCE WORKER

Page 3

Use initiative and exercise sound independent judgment. Promote customer service focus and lead by example. Maintain regular and predictable attendance.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Parks and Public Works Maintenance Worker position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date