



Parks Maintenance Assistant

DEFINITION

Under direct supervision, perform a variety of general manual labor in the construction and maintenance of parks, cemetery, recreational facilities, landscaping, buildings, and other municipal facilities; may drive trucks and operate light equipment.

SUPERVISION RECEIVED

Reports to the Parks Maintenance Assistant Crew Leader, a full time Parks Maintenance Operator, the full time Parks Maintenance Crew Leader, or the Parks, Facilities, and Project Manager.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May operate various types of light equipment and trucks.

Operate grounds maintenance equipment including mowers, edgers, blowers, tractors, loaders, and hand and power tools.

Maintain grounds in parks and around public buildings including mowing, watering, weed cutting, snow removal, planting, spraying, and other related activities.

Prepare and maintain ball fields.

Remove trash and plant debris from parks and rights-of-way.

Assist in maintenance and repair of play equipment, picnic tables, and other related parks equipment and facilities.

Perform a full range of duties in support of the cemetery including digging of graves, setup for funerals, closing graves, defrosting graves in winter, snow removal, and disinterments.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Ability to:

- Learn the materials, equipment, and techniques of landscape maintenance.
- Safely and effectively operate trucks and equipment.
- Perform construction and maintenance projects properly and efficiently.
- Follow safety practices.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and supervisors.
- Communicate via vehicle radios.

MINIMUM QUALIFICATIONS

Experience and Training:

Any combination of education, training, and experience that would ensure the ability to read and write at a level necessary for successful job performance.

Age Requirement:

Must be 18 years of age or older.

License or Certification:

A valid Wyoming, Class C driver's license may be required for some positions in this class.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to stand, walk, bend, stoop, crouch, twist, and grasp; work with hands above shoulder height with up to 40 lbs.; work with arms extended at shoulder height with up to 20 lbs.; lift or carry 50 lbs. or less and push and/or pull heavy weights (over 75 lb. weights) on a regular basis; exposure to heat, cold, outdoors, noise, mechanical hazards; and ability to travel to different sites and locations.

Effective date: October 2003

Revised: February 2009