

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 24, 1997
Revised 2/14/12
Revised 5/4/2021
Revised 1/15/2024

Title: Park Maintenance Worker **Department:** Park, Recreation & Forestry **FLSA Status:**
Nonexempt

General Summary:

Performs entry level tasks for the Park Division which operates various equipment and machinery such as, but not limited to: truck, brush and chipper truck, skid steer, tractor, lawn tractor, standing mower. This position performs a wide variety of maintenance duties including construction, electrical, hardscapes, landscapes, concrete, plumbing, HVAC.

Reporting Responsibilities:

Work is performed under the general supervision of the Parks, Recreation, & Forestry Director and/or his/her designee with the responsibility for maintenance and construction of parks and park amenities such as, but not limited to: restrooms, shelters, roofs, playgrounds, lighting, retaining walls, concrete pads/sidewalks, trails and riverwalks, and docks.

Has work contacts with the Director, Supervisor, Maintenance, City Forester, Pool Operator, Department and Division Heads, City employees, co-workers, customers, and the general public.

Specific Accountabilities:

1. Perform all aspects of park maintenance including turf and plant material installation and maintenance, athletic fields, playground equipment, ice rinks, snow plowing, rubbish collection, building and facility maintenance, concrete forming and pouring, and brush and chipping.
2. Perform all aspects of forestry duties including trimming, planting and transplanting, safety, pruning, cultivating, fertilizing, treating, and repairing of trees and shrubs.
3. Performs roping, rigging, and safety procedures during tree removal.
4. Perform repairs to include carpentry, construction techniques, and building maintenance.
5. Operate a variety of equipment, machines, and tools to maintain park land such as tractor mower, standing mower, chain saws, trimmers, utility trucks, leaf blowers, trailers, sweeper, picker, and other miscellaneous landscape and hardscape equipment.
6. Operate a variety of equipment, machines, and tools in the repair of park amenities such as one-ton trucks, single and quad axle dumps, front end loaders, skid steer, pumps, generators, chain saw, hand tools, power equipment, forklift, tow trailers and concrete forming and pouring equipment.

7. Operate a variety of equipment, machines, and tools in Forestry such as chain saws, ropes, ladders, brush/chipper truck, tractor, sweeper, stumper, front end loaders, skid steer, truck, hand tools, and power equipment.
8. Operate a variety of equipment, machines, and tools in snow removal such as snow blowers, plows, brooms, salter, and other various snowplow equipment.
9. Performs lawn, roadside mowing, tree removal, and planting on major thoroughfares.
10. Perform snowplowing and slating parking areas and clearing snow from pedestrian walkways and parks.
11. Responds to weather and emergency clean-up, i.e. severe weather, flooding, etc.
12. Picks up leaves in parks, trails, and other park-maintained facilities.
13. Thoroughly performs required pre- and post-trip vehicle inspections and reports to supervisor any vehicle or equipment malfunction for repair or any other damage to City equipment.
14. Maintains proper daily maintenance of equipment by checking fluid levels and washing vehicles.
15. Reports to supervisor daily assignments completed, work activities, and records.
16. Safely operate city trucks and vehicles (included but not limited to, dump trucks, pickup trucks, bucket trucks, and skid loaders) on and off the public roadways.
17. Safely operates equipment, including, but not limited to chain saws, brush chipper, and multi-function tractors.
18. Responds to basic citizen operations inquires or refers citizen to proper supervision for response.
19. Reports any incident, problem, or question to appropriate supervisor.
20. Reads instructions, records productivity, and calculates quantities.
21. Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to supervisor; reports all accidents to the supervisor immediately whenever possible; follows recognized safe work practices.
22. Performs trouble shooting on assigned equipment as needed.
23. Check to ensure mechanical repairs and maintenance work on all types of equipment is performed.
24. Operate the city's Geographic Information System true program.
25. Assist with forestry operations.
26. Assist with other interdepartmental operations.
27. Performs other special projects and other job duties as assigned or required during regular and non-business hours, including providing support as part of any City response to essential or emergency operations.

Required Knowledge, Skills and Abilities:

High school graduation (or HSED equivalent) required, one year experience in the operation of light and some medium equipment, one year experience in basic grounds and building maintenance. Must possess or obtain within six (6) months, as well as maintain, a Commercial Driver's License with B and C endorsements and N preferred, but not required, and have an excellent driving record. Must have the ability to successfully complete a pre-employment post offer drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must have equivalent combination of education, experience and training that provides the following knowledge, skills, and abilities:

- Considerable knowledge of materials, methods, practices, techniques, and equipment used in Parks and Forestry maintenance.
- Ability to interpret plans and specifications.
- Always maintain a positive attitude and professional demeanor, and address resident and customer concerns in a helpful, courteous manner.
- Ability to keep accurate records.
- Communicate effectively both verbally and in written form with supervisors, vendors, fellow employees, the general public, and City officials.
- Work with others in a positive, supportive fashion to solve problems, generate ideas, and accomplish department and City goals.

- Maintain confidential information, possess a high level of integrity, and adopt a professional work ethic.
- Skill in the techniques of snow removal including plow operation.
- Ability to understand and carry out verbal and written instructions.
- Work effectively as part of a team.
- Ability to lift and carry up to 50 pounds repeatedly & perform light to heavy tasks in varying weather and traffic situations. May be required to sit, stand, bend, and walk for at least eight hours a day.
- Must possess situational awareness.
- Ability to work in confined spaces (training will be provided).
-
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
- Working knowledge of the occupational hazards and ability to work safely and take precautions for safe operation of motor driven equipment, including operation over rough, slippery, or unstable surfaces.
- Ability to comply with all city and department policies and work rules.
- Ability to, at times, work a fluctuating schedule, including non-standard, extended hours and mandatory overtime.
- Ability to follow all workplace safety procedures.
- Ability to use a computer (Microsoft office products including Outlook, Word, Excel).
- Ability to stay on task and self-perform and work without direct supervision and within boundaries of responsibility.
- Ability to supervise seasonal employees.
- Ability to obtain and maintain certifications through the city (Mine Safety and Health Administration (MSHA), forklift, cardiopulmonary Resuscitation (CPR), first aid, National Incident Management System (NIMS)).
- Ability to obtain and maintain Electrical/Hazard awareness training (EHAP).
- Ability to complete FEMA emergency response certifications.
- Ability to remain drug and alcohol free within the guidelines of the law.

EQUIPMENT, INSTRUMENTS, and MACHINES:

Machinery and equipment including pick-up trucks, dump trucks, end loaders, skid-steer loaders, tractors, trailers, chain saw, gas-powered pole saw, concrete saw, walk behind compactor, pavement and pipe saws, air hammer, gas-powered and manual post pounders, compressed air, walk-behind and ride on painting equipment, lawn mowers, gas-powered trimmer and blower, brush chipper, snow plow, common hand and power tools, computers, computer tablets, and cell phones.

PHYSICAL FACTORS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an outdoor environment and may, on occasion, be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions. The employee may work near moving mechanical parts in precarious places; and is occasionally exposed to fumes and or airborne particles, toxic or caustic chemicals, dust and vibration. On occasion, the employee is exposed to situations which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is generally quiet to moderately noisy.

This position frequently walks, stands, stoops, kneels, crouches, crawls, and exerts up to 50 pounds repeatedly, but up to 100 pounds of force occasionally by lifting, carrying, pushing or pulling objects.

The employee is frequently required to see/observe, talk/speak, and listen/hear; use their hands to finger, handle, feel or operate objects and equipment; repetitive arm wrist, hand and eye movements are included.

There is frequent twisting, reaching, wrist turning, and grasping. The employee may be required to climb or balance. Use of protective equipment is required.

Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, or tasks.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Watertown.

The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Watertown, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.