



# CITY OF DeBARY, FLORIDA

## Employee Job Description

### PARKS MAINTENANCE – LEVEL I

<b>Department:</b>	<b>Position #123</b>	<b>Exempt:</b>	<b>No</b>
<b>Reports To:</b>	Parks Crew Chief	<b>Pay Grade/Wage:</b>	05
<b>Position Type:</b>	Full Time	<b>Hours:</b>	40 hrs/week

#### JOB SUMMARY:

Under direct supervision, acts as a maintenance worker for all parks manual labor tasks and duties. Performs duties related to manual labor functions for park grounds and facilities including but not limited to lawns, athletic facilities, foot paths, trails, roads, common areas, park buildings, utilities, etc.

#### JOB DESCRIPTION

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

#### DUTIES & RESPONSIBILITIES:

- Participates directly in all manual labor functions engaged in park maintenance, groundskeeping, etc.
- Prepares athletic facilities for activities and use as required and directed.
- Assists in moving of supplies, materials and equipment to all work areas.
- Cleans any and all park facilities, including restrooms, buildings, equipment and athletic areas within City Parks.
- Operates equipment and tools as required in all assigned duties and functions.
- Participates in the proper application of chemicals such as pesticides, fertilizers and other hazardous chemicals as directed by certified personnel.
- Completes park maintenance time sheets, logs and records as required.
- May inform the general public in the proper usage of park facilities in order to correct and improve appearance and reduce trash or abuse.
- Performs duties related to minor repairs of park facilities such as painting, fencing, doors, locks, plumbing, electrical, etc.
- Mows, trims and maintains lawns and park paths and trails.



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- Performs minor maintenance on equipment such as oil changes, filters, blades, hydraulic fluids, part replacement, etc.
- Assists in maintaining athletic facilities and ball fields per specifications and as directed.
- Operates machinery as required to move objects, trim grass, move soil or spread materials.
- Services and empties trash containers and inserts trash bags as required.
- May assist in preparation for special events as scheduled including setups, closings and other required manual labor duties.
- Performs other related duties and functions as assigned.

### QUALIFICATION REQUIREMENTS:

High school graduate or GED with minimum of six (6) months of directly related experience in general labor using appropriate tools and/or equipment.

### KNOWLEDGE, SKILLS & ABILITIES:

**Communication Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos.

**Reasoning Ability:** Ability to apply common sense to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems by choosing very small number of choices with great reliance on past precedent.

### CERTIFICATES, LICENSES & REGISTRATIONS:

Possession of and ability to maintain a valid State of Florida Driver's License is required.



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### WORK ENVIRONMENT/ADA:

**Physical Ability:** The physical demands and work environment here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talks or hears. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Environmental Factors:** While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date