

## **POSITION DESCRIPTION**

Class Title: Grounds & Facility Inspection / Maintenance Worker

Department: Recreation

Grade: Rec - II

Date: April 11, 2006

### **GENERAL PURPOSE**

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of parks, open spaces, grounds, turf and inspection of rental and other city related facilities.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Director and/or his designee.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains open space areas in parks and recreational fields to include but not limited to mowing and trimming of green space, athletic fields, parks, walking trails and other spaces as directed.

Inspects, washes, and performs routine maintenance of drinking fountains and restrooms.

Sweeps, washes, paints, and repairs or replaces tables, slabs, and other facilities and equipment.

Performs minor unskilled or semi-skilled maintenance and repair to buildings, open space structures to include but not limited to concessions, restrooms, field-houses, maintenance sheds, fences to include, minor carpentry and plumbing work.

Performs routine maintenance on turf and power equipment.

Plants turf, trees, shrubs, and flowers.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control at all city parks and recreational areas.

Maintains and adjusts specialized equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Performs custodial work as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Opens and closes, locks and unlocks facilities as needed.

Assists in setting up and taking down equipment for various programs and tournaments, prepares facilities for program use.

Assists in the construction of new facilities, including clearing, grading, drainage, and foundation work.

Keeps records of work completed.

Ability to work flexible hours as needed or scheduled by the Director.

All other work as assigned or directed.

## **PERIPHERAL DUTIES**

Serves as a member of various employee committees, as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Two years experience in repair and maintenance work; or
- (C) Any equivalent combination of relevant education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions;

- (B) Skill in the operation of listed tools and equipment; and

(C) Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

## **SPECIAL REQUIREMENTS**

Valid Georgia State driver's license or ability to obtain one.

Annual Certification and/or refresher in Basic First Aid and CPR.

## **TOOLS AND EQUIPMENT USED**

Pickup truck; turn care and landscaping equipment, including tractors, mowers, chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

## **PHYSICAL DEMANDS**

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. 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 reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 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.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment 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.

Approval: Jeff Holstein  
Supervisor

Approval: J. Ellis  
Appointing Authority

Effective Date: April 11, 2006

Revision History:

Revised: 01/30/2014

Revised 07/16/2018

Revised 08/12/2019