**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

Parks & Tree Maintenance Worker

**JOB SUMMARY**

This position supervises and participates in the maintenance of city parks, trees, buildings and grounds.

**MAJOR DUTIES**

* Assists in cutting grass, trimming trees, maintaining playground equipment, and cleaning and maintaining rental facilities.
* Participates in the maintenance of city buildings.
* Participates in the maintenance of city parks and grounds.
* Provides support for city events.
* Delivers and sets up portable stage.
* Assists in the maintenance of department vehicles, tools and equipment.
* Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

* Knowledge of grounds maintenance principles and practices,
* Knowledge of building maintenance principles and practices.
* Knowledge of safe work practices.
* Knowledge of equipment operations guidelines.
* Skill in the use of a variety of building and grounds maintenance equipment.
* Skill in the use of hand and power tools.
* Skill in the repair and maintenance of a variety of tools and equipment.

**SUPERVISORY CONTROLS**

The Parks & Tree Director or Parks & Tree Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include the employee handbook, safe work practices, and equipment operating instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

* The work consists of related building and grounds maintenance duties. Inclement weather contributes to the complexity of the position.
* The purpose of this position is to participate in the maintenance city parks, trees, buildings and grounds. Success in this position contributes to the provision of a safe and well maintained environment for city employees, residents and visitors.

**CONTACTS**

* Contacts are typically with co-workers, contractors, electricians, plumbers, arborists, community service workers, vendors, and members of the general public.
* Contacts are typically to give or exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

* The work is typically performed while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
* The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

* Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
* Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.