

City of Cordova Position Job Description Maintenance Worker II (Parks)

DEPARTMENT:	PARKS & RECREATION
SUPERVISOR:	PARKS & RECREATION DIRECTOR OR DESIGNEE
CLASSIFICATION:	FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT. FULLY BENEFITTED.
WAGES:	\$21.62 - \$25.29. HOURLY, DOE
HOURS:	40 HOURS PER WEEK MON-FRI, 0700 – 1500. OCCASSIONAL EVENING AND WEEKEND HOURS MAY BE REQUIRED.

GENERAL STATEMENT OF DUTIES

Under the supervision of the Parks Maintenance Foreman, the Laborer/Maintenance Worker II performs general maintenance labor duties as part of the Parks and Recreation Department. This position operates a variety of light and moderately heavy maintenance equipment to support the maintenance of the City's parks, open spaces, trails, buildings, facilities, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Assists and or leads general repairs, regular and preventive maintenance and construction in parks, trails and buildings as needed (e.g., electrical, plumbing, carpentry, construction, painting etc.)
- Operates equipment such as tractors, vehicles, small equipment etc.
- Assists with maintaining and servicing vehicles and small equipment.
- Performs ground maintenance and landscaping (mowing, weeding, trash pickup, mulching, trail maintenance and repair).
- Performs maintenance and safety inspections on swimming pool building, plant, and equipment including testing and treating water.
- Transports and changes containers of pool filter media, caustic soda, and acid.
- Inspects swimming pool filtering systems, mechanical chemical feeding systems, and water pumps for proper operation.
- Cleans pumps, filter tanks, and chlorinators, and adjusts dispensing units for proper discharge.
- Repairs large and small pumps, motors, and chemical feeders. Performs routine service, maintenance, and repair work on plumbing and electrical components related to aquatics facilities.
- Maintains, inspects, and cleans public restrooms, shelters/cabins, picnic sites, athletic fields, trails, and other facilities.
- Responds to service calls from staff and takes corrective action.
- Performs snow and ice removal using hand tools and equipment from parks, streets, parking lots and sidewalks to ensure safety.
- Pesticide application (under director of a certified applicator).
- May direct the work of lower-level Park Maintenance workers and Seasonal Parks workers and volunteers performing maintenance and repairs.
- Performs other duties, tasks and special projects as required.

MINIMUM QUALIFICATIONS

A. Education

- High School Diploma or possession of a GED certificate.
- Preferred: Trade school or equivalent working knowledge or experience in one or more of the following: plumbing, carpentry, roofing, masonry, construction, electrical or other trades.

B. Experience

- Three years of general maintenance experience, including two years of experience in public setting; OR any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

C. Credentials

- Valid Alaska Driver's License.
- First Aid, CPR & AED Certification must be obtained within 90 days of hire.
- Certified Pool Operator (CPO) Certification must be obtained within one year of hire.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. General knowledge of operating basic tools and equipment (e.g., hand-held power tools, lawn maintenance equipment used in parks and grounds maintenance.
- B. Ability to identify work hazards and use all required safety equipment and take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents.
- C. Working knowledge of equipment operation.
- D. Working knowledge of hand and power tools and materials
- E. Ability to operate light trucks, trailers, small tractors, mowers, and similar automotive equipment.
- F. Ability to safely tow and back a trailer.
- G. Knowledge of the functions of motors, pumps, filters, chemical feeders, chlorinators, and related aquatics equipment; pool water chemistry and the characteristics of various chemicals used to maintain proper and safe pool water conditions.
- H. Ability to accurately complete written work and testing programs in the English language.
- I. Ability to communicate with the public in a clear and courteous manner.
- J. Ability to understand and follow written/oral policies, procedures, and instructions.
- K. Ability to multi-task and the ability to work independently on routine recurring assignments.
- L. Ability to respond to emergency situations in a timely manner; ability to exercise good judgement in time-critical and emergency situations.
- M. Ability to keep accurate records and reports.

LEGAL REQUIREMENTS

- As a condition of employment, this position may be subject to a pre-employment background and drug test prior to employment.
- All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Work is performed primarily in field settings. Hand-eye coordination is necessary to operate various pieces of maintenance equipment. While performing the duties of this job, the employee often works

near moving mechanical parts or in outside weather conditions. The employee may be exposed to wet and/or humid or hot conditions, fumes, toxic or caustic chemicals.

This position works both inside and outside, in varying temperatures and weather, poorly ventilated areas, poor or inadequate lighting, wet or damp areas, confined spaces, with electrical hazards and dangerous machinery with moving parts, fumes, with potential exposure to concentrations of chemicals, acids, odors, toxic materials, loud noises, vibrations.

Infrequent work after hours to meet unscheduled maintenance requirements and emergency callouts.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this job, the employee is required to: Perform heavy manual labor in all weather conditions. This may include physically strenuous labor, continuous or repetitive movements; skillful, controlled manipulations of small objects; fine, highly controlled muscular movements to adjust the position of a control mechanism; bending or stooping repeatedly or continually over time; working in small, cramped spaces; climbing ladders or steps; walking on rough, uneven ground; and performing other physical tasks as required of the position. Required to sit, talk, and hear; frequently required to use hand tools which require repetitive arm, wrist and hand movement. Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Specific vision abilities include close, distant, color, and peripheral vision, depth perception and to adjust focus, talk and hear.

The employee must be able to lift and/or move up to 50 pounds in a variety of indoor and outdoor conditions and terrain as well as perform a variety of physical tasks and heavy labor. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.