



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Parks & Cemetery Maintenance Worker II
<b>Opening Date:</b>	October 10, 2022
<b>Closing Date:</b>	Open until filled
<b>Salary:</b>	\$ 37,866 annually/\$18.20 hourly
<b>Job Type:</b>	Full-Time with benefits
<b>Department:</b>	Parks and Cemetery

## JOB SUMMARY

Responsible for a crew of Parks & Cemetery Maintenance Workers, including part-time and seasonal workers, who are engaged in a variety of semi-skilled and skilled tasks in the maintenance and repair of city parks, cemetery grounds, and related facilities.

The Parks & Cemetery Maintenance Worker II performs the same or similar work as the employees they are responsible for.

**Education:** High school diploma or equivalent (GED).

**Experience:** Three years of increasingly responsible experience in park and cemetery maintenance.

**License or Certificate:**

- Possession of or ability to obtain a valid CDL Oklahoma driver's license.
- Possession of or ability to obtain and maintain a Certified Applicator license in the categories Ornamental and Turf Outdoor or Public Health within 90 days of hire date.

**Duties include but are not limited to:**

- Plan, prioritize, assign, supervise and review the work of employees performing maintenance and repair of city parks, cemetery grounds, and related facilities.
- Train employees in the safe operation of equipment; monitor and inspect work in progress to ensure safety, quality, and timely completion; review and evaluate employee performance.
- Perform landscape maintenance duties; operate construction and maintenance equipment for a variety of construction and maintenance operations involving parks, cemeteries, and related facilities.
- Operate mowers, tractors, trenchers, vehicles, and other equipment; utilize a variety of hand and power tools in park landscape maintenance work.
- Apply herbicides, fungicides, and pesticides; maintain records of use.

**ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:**

<https://www.cityofmoore.com/departments/jobs>

and submit it to the Human Resources Department prior to the closing date above.

**City of Moore is an Equal Opportunity Employer**

# **CITY OF MOORE**

## **Job Description**

### **Parks & Cemetery Maintenance Worker II**

**Job Code:** 7638  
**Exempt:** No  
**Department:** Parks & Cemetery  
**Reports To:** Parks and Cemetery Maintenance Supervisor  
**Location:** Parks & Cemetery Facilities and Grounds  
**Date Prepared:** January 18, 2016  
**Date Revised:** October 9, 2017

#### **GENERAL DESCRIPTION OF POSITION**

Responsible for a crew of Maintenance Worker I's and part-time and seasonal employees engaged in a variety of skilled and semi-skilled tasks in the maintenance and repair of city streets, drainage ways, parks, cemeteries, and related facilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Trains employees in safe operation of equipment; monitors and inspects work in progress to ensure safety, quality and timely completion of work; reviews and evaluates employee performance. This duty is performed as needed, about 5% of the time.
2. Plan, prioritize, assign, supervise and review the work of staff involved in parks and cemetery maintenance operations. This duty is performed daily, about 10% of the time.
3. Evaluate operations and activities of parks and cemetery maintenance; recommend improvements and modifications; prepare various reports on operations and activities. This duty is performed daily, about 5% of the time.
4. Ensures the necessary materials and equipment are available at each job site; ensures equipment and vehicles are in proper working order and are maintained on a timely basis; notifies supervisor of major equipment and work problems. This duty is performed daily, about 5% of the time.
5. Ensures workers maintain awareness of others within the work area, maintain a clean and safe work area, follow safety rules and safe work practices and use safety equipment when required. This duty is performed daily as needed.
6. Maintain inventory of division supplies; purchase supplies when necessary. This duty is performed as needed.
7. Identify maintenance and repair needs and recommend corrective action. This duty is performed as needed, about 5% of the time.
8. Apply herbicides, fungicides and pesticide safely. This duty is performed as needed, about 5% of the time.

9. Trim trees; operate a tractor, weed eater, mower and skid steer loader, such as a Bobcat. This duty is performed daily, about 15% of the time.
10. Water, mow, weed, trim, renovate and fertilize parks; prune trees and shrubs; plant trees, flowers and shrubs. This duty is performed daily, about 50% of the time.
11. Good attendance is required. This duty is performed daily.
12. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
13. Confidentiality is required. This duty is performed daily.
14. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **SUPERVISORY RESPONSIBILITIES**

Supervises a small group of employees (1-3) in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Exercises direct supervision over lower level maintenance staff at the job site.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Occasional contacts with citizens on routine matters.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g., Hot mix paving in constant sun).

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, outdoor weather conditions; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, reach with hands and arms, talk or hear; and occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Principles and practices of parks and cemetery maintenance
- Methods, materials and procedures used in the maintenance and repair of cemeteries, parkways, and related facilities
- Methods and techniques used in estimating time and materials for assigned projects
- Occupational hazards and standard safety precautions necessary in the work

- Principles of supervision, training and performance evaluation
- Principles and procedures of record keeping

Ability to:

- Evaluate operations, procedures and policies and recommend improvements
- Prepare and maintain records and reports
- Supervise, train and evaluate assigned staff
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

**Experience:**

Three - five years of increasingly responsible experience in parks and cemetery maintenance, or right of way/drainage way maintenance

**Education:**

High school diploma or equivalent (GED).

**License or Certificate:**

Possession of or ability to obtain a valid Oklahoma CDL driver's license

Possession of, or ability to obtain and maintain Certified Applicator license in the categories of Ornamental and Turf Outdoor or Public Health within ninety days

### **WORKING CONDITIONS**

Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust and grease; moving parts or objects; and irritants odors and chemicals. Special safety precautions are required and protective clothing or gear may be required

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time, moderate to heavy lifting; must be able to operate equipment and an assigned vehicle; general manual dexterity; visual acuity to conduct inspections. Must be able to perform essential job functions.

Employee must transfer refuse and debris to flatbed truck. Requires vertically and/or horizontally transferring items weighing up to 40 pounds a distance of 25 feet without mechanical assistance and/or from 1 to 51 inches, up to fifty times per hour.

Employee must stack court records boxes in storage until destroy date and transfer traffic signs from warehouse to truck. Requires vertically transferring items weighing up to 70 pounds, from 1 inch to 40 inches, up to twenty-five times per hour.

Employee must transfer back pack sprayer and weed eaters from trucks to areas needing spraying and weed eating and then return to the truck. Requires horizontally transferring equipment weighing up to 50 pounds a distance of 1000 feet without mechanical assistance, once per hour.

Employee must transfer items such as court records to and from truck via hand cart/dolly. Requires horizontally transferring items requiring the ability to push and/or pull a hand cart or dolly weighing up to 40 pounds a distance of 60 feet, up to fifteen times per hour.

Employee must use wrench to unscrew bolts on trailer hitches and machinery, and operate the hand crank on trailers to raise and lower tongue when hitching/unhitching. Requires upper body force of up to 80 pounds.