

# CITY OF MOORE

## Job Description

### Parks & Cemetery Maintenance Worker

**Job Code:** 6640  
**Exempt:** No  
**Department:** Parks & Cemetery  
**Reports To:** Division Supervisor  
**Location:** Parks & Cemetery Facilities and Grounds  
**Date Prepared:** January 18, 2016  
**Date Revised:** January 30, 2018

#### GENERAL DESCRIPTION OF POSITION

To perform a variety of semi-skilled and skilled tasks in the maintenance and repair of city streets, drainage ways, parks, cemeteries and related facilities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform routine preventive maintenance on equipment as assigned. This duty is performed as needed, about 5% of the time.
2. Utilize proper safety precautions related to all work performed. This duty is performed daily.
3. Perform landscape maintenance duties; operate construction and maintenance equipment such as trucks, tractors, loaders and rollers for a variety of construction and maintenance operations involving parks, cemeteries and related facilities. This duty is performed as needed, about 5% of the time.
4. Operate mowers, tractors, trencher, vehicles and equipment; utilize a variety of hand and power tools in park landscape maintenance work; assist in routine maintenance of such equipment. This duty is performed daily, about 25% of the time.
5. Use bucket truck to trim trees; operate a tractor, weed eater, mower and loader. This duty is performed as needed, about 5% of the time.
6. Prepare and maintain athletic fields and related facilities; clean restrooms and pick up litter around parks and recreational facilities. This duty is performed as needed, about 5% of the time.
7. Perform a variety of duties in the installation, maintenance and repair of the City's irrigation system. This duty is performed as needed, about 5% of the time.
8. Water, mow, weed, trim, renovate and fertilize lawns; prune trees and shrubs; plant trees, flowers and shrubs. This duty is performed as needed, about 50% of the time.
9. Rake leaves and clean walks, fields, courts and other facilities. This duty is performed as needed.
10. Perform semi-skilled tasks involving the maintenance, construction and repair of park and recreational facilities. This duty is performed as needed.

11. Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used. This duty is performed as needed.
12. May assist in other sections of the department as necessary. This duty is performed as needed.
13. Good attendance is required. This duty is performed as needed.
14. Work 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 as needed.
15. Confidentiality is required upon specific notification to the employee. This duty is performed as needed.
16. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

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

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **SUPERVISORY RESPONSIBILITIES**

No supervision.

## **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**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

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

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

## **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **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, vibration; 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.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; frequently required to walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and occasionally required to sit, climb or balance, talk or hear. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 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:

- Uses and purposes of general construction tools and equipment
- Proper safety precautions related to all work performed

Ability to:

- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending and twisting
- Learn to operate a variety of construction and maintenance equipment.
- Understand and carry out oral and written directions
- Establish and maintain effective 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**

Experience:

No experience is required

Education:

High school diploma or equivalent

License or Certificate:

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

## **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 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.

Maintenance person must operate controls on mowers, spray gun, generators, and grease guns. Requires coupling forces of up to 12 pounds, up to seventy-five times per hour.

Maintenance person must climb in and out of tractors, bobcats, work trucks, and up and down steps to storage/record area. Requires climbing stairs with up to a 20" step up to 352 times daily.