



## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Maintenance  
**DIVISION:** Parks  
**SECTION:**  
**JOB TITLE:** Maintenance Worker

**LOCATION:** Lebanon, OR  
**DATE:** October 2017  
**JOB STATUS:** Non-Exempt  
**FLSA Exempt:** No

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**PURPOSE OF POSITION:** Perform a variety of general grounds, parks and facility maintenance tasks, such as: mow, irrigate, and fertilize grounds areas, clean park facilities, prune trees and shrubbery, control weeds and pests, operate light and medium equipment, perform routine maintenance of same, and various other facility maintenance tasks.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Maintain cleanliness and appearance of park areas by performing such tasks as: pick up litter and garbage; clean restrooms, replenish supplies, rake/remove leaves, control pests, repair and paint tables and shelters, etc.
4. Maintain turf areas: mow, aerate, fertilize, and irrigate, control weeds by hand or by mixing and spraying herbicides, basic operation of irrigation controllers and valves, maintain/repair/replace sprinkler heads and lines, and other similar activities.
5. Inspect playground equipment for hazardous situations. Take corrective action or report hazard to supervisor. Repair playground equipment as required.
6. Remove ice, snow, and other hazards.
7. Perform routine building maintenance on City-owned buildings, such as painting, plumbing, carpentry, and other similar tasks not requiring State licensing.
8. Take necessary corrective action to eliminate possible hazards from trees, including removal. Haul and/or chip brush and limbs.
9. Maintain annual and perennial flowerbeds in parks landscape areas and around City buildings. Apply bark dust/chips. Hang baskets, plant, fertilize, prune, irrigate and weed areas.
10. Operate and perform routine maintenance and minor repairs on equipment, such as: tractor and related implements, mowers, edgers, blowers, chainsaws, etc.

11. Purchase parts and supplies as necessary.
12. Set up and remove parks and sports program equipment, such as: benches, tables, bleachers, etc.
13. Repair and build items such as picnic tables, as scheduled.
14. Follow all safety rules and procedures for work areas.
15. Assist other personnel within the department as workload and staffing levels dictate.
16. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
17. Maintain work areas in a clean and orderly manner.

### **MANDATORY QUALIFICATIONS:**

#### **Education & Experience:**

1. High school diploma or equivalent, and any satisfactory combination of related experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

#### **Licenses & Certificates:**

1. Possession of Commercial Drivers License Trainee permit.
2. Within 30 days of appointment, must possess Immediately Supervised Public Pesticide Trainee License.
3. Within 90 days of appointment, must possess Class "B" Commercial Drivers License with air brake and tank endorsements.

### **DESIRABLE QUALIFICATIONS:**

1. Previous experience in a grounds maintenance capacity.
2. Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.
3. Specialized training in horticulture.
4. Possession of Work Zone Traffic Control certificate.
5. Current CPR/First Aid card.
6. Class "B" or higher Commercial Drivers License with air brake and tank endorsements at time of appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The qualities below reflect the working dynamic of the position.

#### **Knowledge of:**

1. General knowledge and some related experience of pruning, turf care, plants and shrubbery and the use of tools and equipment, practices, methods, hazards and safety precautions required to perform duties; equipment servicing methods and techniques.

#### **Skill in:**

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.

2. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
3. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

**PHYSICAL DEMANDS OF POSITION:**

1. While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls.
2. The position requires mobility over various terrains.
3. Many duties are physically demanding requiring the movement of materials weighing up to 90 pounds.
4. Movement of materials weighing up to 25 pounds may consume up to 40% of the work period.
5. Duties require regular operation of light equipment, use of hand and power tools, jackhammer, chainsaw, shovels, etc.
6. Activity and types of duties performed require manual coordination and dexterity.

**WORKING CONDITIONS:** The majority of duties take place outdoors with exposure to all types of weather conditions and terrain on a year-round basis, dirt, grease, oil, bio-hazardous waste, fumes, chemicals, and noise, which may require hearing protection. Position is subject to emergency on-call response after normal duty hours.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the lead direction of the Parks Crew Chief and general supervision of the Maintenance Division Manager



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Approved by City Manager

October 2017