



Job Description

Job Title:	Public Service Worker/Parks Department
Department/Division:	Public Works
Supervisor's Title:	Public Service Lead Worker/Parks Department
Exempt/Non-exempt:	Non-Exempt

Position Objective

This position performs a variety of skilled and unskilled tasks associated with the day-to-day maintenance of parks, beaches, athletic fields, public grounds, play structures, trails, recreation sites, park structures and associated amenities. The Parks Department operates a wide range of motorized and non-motorized equipment and tools; performs inspection and maintenance on tools and equipment; performs a variety of snow plowing tasks, operates light and heavy equipment and other equipment as necessary, assists other departments when assigned; and performs a variety of maintenance tasks associated with the day to day operations.

Essential Job Functions:

- Maintain and perform park turf and landscaping, tree and shrub maintenance and plants garden layouts throughout the city
- Performs daily or weekly maintenance on athletic field, city playgrounds, beach house, tennis courts, playground equipment, city docks and ice skating facility.
- Construct and maintain sidewalks, trails and boardwalks
- Operates and maintains machinery and equipment
- Plow, sand, salt and scrape ice and snow from streets, sidewalks and trails
- Inspection of city's diseased and hazardous trees, review landscape plans and tree removal permit requests
- Available for extended workdays and call backs as required.

Other Job Functions:

- Perform other maintenance tasks and assists other public works departments as assigned, including emergency situations or to balance seasonal workloads and schedules.
- Able to obtain and/or maintain all licenses required for a parks worker in the parks department.
- Perform other duties and assumes responsibility as apparent or assigned.

Knowledge, Skills and Abilities:

Knowledge of

- The operation and maintenance of trucks, light equipment, motors, and machines
- Safe and efficient use of tools and equipment
- Comprehensive knowledge of current principles, practices, and operations of park maintenance

Skilled in

- Safe and efficient use of tools and equipment
- General carpentry
- Turf, tree care and landscape maintenance procedures
- Operation of light and heavy equipment

Ability to

- Follow oral and written instructions
- Work in a team setting as well as independently
- Adhere to all City and departmental policies and requirements
- Perform manual labor for extended periods of time
- Ability to operate and maintain park and grounds maintenance equipment
- Able to perform routine repair and maintenance tasks in the parks department
- Able to work in a cooperative manner as a member of a crew or team
- Conduct all business with the public on behalf of the City in a courteous and respectful manner
- Perform job responsibilities in all Minnesota weather including climatic extremes
- Respond timely to call out situations

Minimum Qualifications:

- High School Diploma or GED equivalent
- Valid MN Driver's license with good driving record
- Ability to work a flexible schedule, including nights and weekends, when required
- One year of park maintenance experience
- Possess (or be able to obtain with 6 months) a valid MN Class B commercial driver's license with tanker and air brake endorsements

Desired Qualifications:

- Two years of experience in municipal park maintenance experience
- Two years of experience in horticulture, landscaping turf grass and/or forestry
- Two years of experience in repairing grounds maintenance equipment
- Vocational/technical training in public works, landscaping, horticulture and/or forestry.

November, 2019

Motor/Mental, Environmental & Physical Demands

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Motor/Mental	1	2	3	4	Environment	1	2	3	4	Physical	1	2	3	4
Mathematics			X		Works With Others			X		Sitting			X	
Reading			X		Works Alone		X			Standing			X	
Writing			X		Customer Contact		X			Walking			X	
Reasoning			X		Shift Work	X				Bending at Waist			X	
Problem Solving			X		Extended Day		X			Climbing			X	
Attentiveness				X	Extreme Hot		X			Fingering			X	
Work Supervision		X			Extreme Cold		X			Twisting Upper Body			X	
Social Interaction				X	Extreme Noise		X			Reaching			X	
Autonomy		X			Confined Area	X				Kneeling			X	
					High Places	X				Driving			X	
					Work Indoors		X			Crouching			X	
					Work Outdoors			X		Crawling			X	
					Mech. Hazards			X		Lifting 50#			X	
					Elec. Hazards		X							
					Explosive Material	X								
					Fumes		X							
					Gases		X							

Guide

1 - Very Infrequent: 1 to 2 times a week

2 - Occasional: up to 1/3 of the time

3 - Frequent: 1/3 to 2/3 of the time

4 - Constant: more than 2/3 of the time

Leave blank if not applicable