

# City of Lander

## Job Description



<b>Title:</b> Maintenance Worker I – Seasonal	<b>Pay Scale:</b> \$10.00- \$15.00
<b>Department:</b> Parks & Recreation, Cemetery, Streets	<b>Effective Date:</b> 4/2019
<b>Division:</b> Parks	<b>Last Revised:</b> 3/2019

### GENERAL PURPOSE

Performs a variety of entry level semi-skilled duties related to the general upkeep, construction, installation, maintenance and repair related to city buildings, ice rink, recreation facilities, parks, grounds, cemetery, city streets, water/sewer lines and water meters, weed & pest spraying.

### SUPERVISION RECEIVED

Works under the general Supervisor or Foreman of assigned department

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

Performs regular and janitorial maintenance of municipal parks and related facilities including grounds, equipment and property owned and/or operated by the city; cleans bathrooms, collects and disposes of trash, leaves and other debris; may be required to act as lead worker for seasonal crews.

Assists in the installation of sprinkler systems; selects line sizes, sprinkler spacing, type and control equipment; install, test, and maintain systems utilizing low voltage, hydraulic, or other operating features.

Performs routine building maintenance; assists to construct and maintain small buildings and storage facilities; assures proper operation of lighting fixtures, doors, windows and plumbing; performs concrete and masonry work; assures proper installation and maintenance of playground equipment.

Performs general grounds maintenance duties and general landscape and gardening duties; prepares ball diamonds, operates various small equipment to turn and prepare soil; chalks field borders; assures lawns are trim and attractive; plants and transplants trees, shrubs, bushes, grass, flowers etc. as directed to develop attractive parks and grounds; performs various fertilization techniques using dry and liquid chemicals.

Performs seasonal duties such as winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities; may operate snow plow for snow removal, water line winterization; curb and street painting.

Performs general cleanup, maintenance, and repair of rest rooms, pavilions, playgrounds, picnic tables, benches, bleachers, ball fields and other facilities.

Performs various seasonal duties such as snow removal; water line winterization, etc.

Performs general duties associated with cemetery operations; assists in opening and closing graves; sets up and dismantles lowering devices for burial services, installs vaults, fills and tamps grave sites; performs re-sodding; may install or move monuments as requested.

Operates commercial grade lawn mowing equipment; mows and trims grass, bushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees.

Operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, backhoe, loaders, trenchers, aeration tractor, mini-excavator, compaction equipment, small dump trucks, pull trailers and various hand tools.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Sufficient education and experience to demonstrate an aptitude or ability to perform above and related duties;

AND

- B. 18 years of age

2. Knowledge, Skills, and Abilities:

Some knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power over-seeders, aerators, thatcher, trimmers, etc.; landscape and sprinkler system installation; of hazards and related safety precautions associated with equipment operations; interpersonal communication skills.

Semi-Skilled in the operation of various types of light equipment such as gang mower.

Ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Wyoming Driver's License with appropriate endorsements.  
May be required to obtain a CDL license.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

5. Pass pre-employment drug test and background check.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

\_\_\_\_\_  
(Employee)