

# **LANDSCAPER / MAINTENANCE WORKER**

(Part-time, non-benefited, unrepresented)

## **ESSENTIAL FUNCTIONS:**

### **TYPICAL DUTIES**

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs general maintenance and labor activities in various capacities including preventative and emergency maintenance on buildings and equipment.
2. Leads and participates in gardening and grounds maintenance work; plants and cares for shrubs, grass, flowers and irrigation systems using hand tools.
3. Operates various park maintenance power equipment such as mower, weed-eater, edger, chainsaw, etc.
4. Install, maintain and replace playground equipment and fences; assemble tables, benches and bleachers.
5. Sprays various fertilizers, herbicides, pesticides, and other related chemicals in City park and recreation areas.
6. Work various shifts and flexible hours, including weekends and holidays.
7. Operate various sizes of power-driven equipment.
8. Patches streets using hand and machine tools
9. Maintains pool, tests chemicals and administers proper pool chemical dosing
10. General building maintenance and repairs
11. Constructs and repairs curbs and gutters by excavating and pneumatic and hand tools, building forms, and pouring and finishing concrete surfaces
12. Places traffic control and warning signs and serves as flagman
13. Paints and installs street and traffic signs
14. Paints street lines, crosswalks and curbs
15. Cleans drainage ditches, and culverts
16. Cleans and rods sanitary sewers
17. Makes minor repairs and adjustments to maintenance equipment
18. Observes and enforces safety precautions, keeps records
19. Performs manual labor required to lift, load, and haul equipment and materials
20. Clean and sanitize restrooms/bathrooms using established practices and procedure.
21. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
22. Assist with the setup of facilities for meetings
23. Use and maintain assigned power equipment and hand tools; high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
24. Wash walls and equipment; use ladders when required in work assignments.
25. Lock and unlock assigned buildings: secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

26. Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
27. Attend to emergencies when necessary.
28. Attend safety meetings and other related meetings.
29. Handle recycling materials.
30. Call in work orders.
31. Safely operate all vehicles and other job related equipment.
32. Perform related duties as required.

## JOB REQUIREMENTS

### KNOWLEDGE, SKILLS AND ABILITIES

#### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Knowledge of general maintenance procedures, chemicals, products and equipment
- Ability to operate park maintenance equipment
- Ability to troubleshoot and repair various building-related operational problems
- Ability to work under little supervision

#### **Skills**

The incumbent must demonstrate the following skills:

- Team building
- Decision making skills
- Problem solving skills
- Effective verbal and listening communications skills
- Time management skills
- Ability to work with little or no supervision

#### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

## WORKING CONDITIONS

#### **Physical Demands**

This is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight equipment such as weed-eaters, edgers, chainsaws, and push mowers. The incumbent is required to do a great deal of stretching and bending, often in awkward positions.

## **Environmental Conditions**

The Landscaper / Maintenance Worker works on a daily basis with dangerous equipment and chemicals that can be very harmful to one's health if not properly used and handled properly. In some cases these products give off unpleasant odors. This position also spends the majority of the working day outside.

## **EDUCATION AND EXPERIENCE GUIDELINES**

Qualifying for consideration in the selection process will be based on the description listed above under Knowledge, Skills, and Abilities, and a combination of the Education and Experience requirements described below.

### **Education:**

High school diploma or equivalent required.

**Experience:** Minimum one year of experience in landscaper and/or maintenance worker duties.

### **Licenses/Certificates:**

Possession of a valid California Class C driver's license, proof of insurance and satisfactory driving record is required.