



## Excelsior Springs Parks & Recreation Department

<b>Job Title:</b>	Parks & Rec Maintenance Worker 1	<b>Job Category:</b>	Maintenance
<b>Department/Group:</b>	Parks & Recreation	<b>Supervisor:</b>	Parks Superintendent
<b>Location:</b>	Excelsior Springs Parks & Recreation Maintenance Shop	<b>Closing Date:</b>	4/21/2017
<b>Level/Salary Range:</b>	6	<b>Position Type:</b>	Full-time Hourly

### Job Description

#### GENERAL PURPOSE:

- To perform a variety of skilled and semi-skilled tasks in the construction, maintenance and repair of parks, trails, and recreation facilities and buildings.

#### ESSENTIAL JOB FUNCTIONS:

1. Performs general duties such as:
  - Mowing and landscaping of parks and other assigned property
  - assist with installation and maintenance of all parks including playgrounds, basketball courts, shelters, restrooms, equipment and property
  - Perform maintenance on park and recreation vehicles such as mowers, snow blowers, etc
  - Assists in keeping the Maintenance buildings in an organized manner with proper storage of hazardous materials and chemicals
  - Maintain an inventory of maintenance facility duties as directed by the Parks and Recreation Director or head of maintenance department.
  - Provide supervision of part-time staff, community service help, and interns
2. Perform other related duties as required

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School diploma or equivalent.
- Possession of a valid Class A CDL. May require certification in pesticides and/or herbicide handling.

#### PREFERRED SKILLS:

- Strong customer service skills.
- At least one year of general maintenance or construction work including experience in operation of medium and specialized equipment.



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- At least one year experience equivalent with a private landscaping company or municipal park system.
- Work experience in turf maintenance with athletic competition fields and familiarity with baseball and softball field maintenance needs and practices will be beneficial.
- Ability to establish and maintain effective working relations with coworkers and the public.
- Ability to make work-related decisions in accordance with department policies and regulations with minimum of supervision.
- Must be flexible and able to adapt to a fast paced environment.
- May be required to lift equipment weighing sixty pounds or more. Position requires frequent standing, walking, and reaching with arms when coaching and supervising coaches. Must have the ability to judge distances and spatial relationships.

### ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time