PARKS MAINTENANCE WORKER II

NATURE OF WORK

This position entails semi-skilled work in the operation of light duty motorized lawn and garden equipment and performing related manual tasks. Work involves responsibility for the safe and efficient operation of equipment. Operation of assigned equipment is normally a common task, but employees perform many incidental or related duties. Assignments are usually received in the form of specific orders to pick-up and deliver materials or personnel or accomplish a particular job. Work may be performed without direct supervision after instructions are received, but is reviewed through observation, conferences and results obtained.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Operate light equipment such as chain saws, riding mowers, leaf blowers/ vacuums, trimmers, and operation of a pickup truck, etc.
2. Ability to maneuver a pickup truck with trailer attached both on the roadway and in limited spaces including reversing/turning safely in all directions.
3. Manipulate controls to operate equipment in a safe and efficient manner.
4. Change various attachments on equipment and make adjustments.
5. Lubricate, fuel and clean equipment as required.
6. Perform various parks maintenance tasks, including painting and repairing public buildings, mowing grass, raking leaves, shoveling sand, emptying trash cans and picking up litter.
7. Follow direction from Supervisor.
8. Ensuring assigned projects are completed correctly and on a timely basis.
9. Perform related work as required.

QUALIFICATIONS FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Graduate/current student of an accredited high school or equivalent.

- Valid State of Michigan license and good driving record.
- Reasonable knowledge of the operation of light equipment.
- Ability to operate lawn and garden equipment skillfully and safely.
- Ability to understand and follow oral and written instructions.
- Pass a pre-employment drug screening and criminal background check.
- Mechanical aptitude.
- Physical strength and health to complete duties 1-9.
- Ability to assign duties and work effectively with other employees.
- Ability to work effectively with the public.

Carrie A. Larks, Personnel Director

Mark C. Meyers, City Administrator

Gary L. Nelund, Mayor

Norton Shores, MI
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