



MUNICIPAL UTILITY WORKER I - PARKS

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	MUW I - Parks	Effective Date:	September 1, 2018
Working Title:	MUW I - Parks	Type:	Represented by LIUNA Local 737
Department:	Public Works	Supervisor:	Parks & Facilities Division Manager
FLSA Status:	Non-Exempt	Supervises:	May act as lead worker to temporary workers

CLASSIFICATION SUMMARY

Under the direction of the Parks & Facilities Division Manager, the employee in this position performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of the City's parks, including grounds, buildings, playground equipment, athletic courts and fields, irrigation systems, greenways, creeks, and wetlands. Operates and maintains City-owned splash fountains under the supervision of the Parks & Facilities Division Manager, including the operation of relevant software and control systems. Performs on-call duty on a rotational basis.

SUPERVISION

This position is not a supervisory position, but may perform Lead Worker role for temporary workers.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Physical effort is required to perform heavy manual labor such as moving picnic tables, lifting sacks of fertilizers and garbage cans. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals, and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

90% Park Maintenance Functions

Performs routine maintenance in parks and open spaces such as athletic fields, including but not limited to mowing, edging, landscaping, planting, raking, pruning, grass trimming, leaf removal, and weed control.

Operates backhoes and dump trucks.

Performs maintenance on lawn and power equipment, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Sweeps, washes, paints, and repairs or replaces park tables and slabs.

Evaluates, detects, and diagnoses mechanical and electrical system problems associated with splash fountains; implements required repairs, utilizing applicable tools, equipment, and standard operating procedures. Performs daily maintenance. Responsible for record keeping as required by the operating permit issued by Marion County. Follows and enforces all splash fountain policies and rules at all times.

Assists in setting up and taking down equipment for various functions; prepares facilities for program use.

Opens/closes and locks/unlocks facilities as needed.

Collects and disposes of solid waste from grounds; picks up litter from premises.

Keeps work logs as directed.

Performs as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems.

10% Additional Functions

Attends conferences and/or training sessions relevant to park and recreation standards.

Inventory coordinator of parts and materials used on daily work orders.

Emergency on-call as directed by supervisor.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency and one year of experience in park construction, park maintenance, farming, horticulture, tree maintenance, or general construction; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Additionally, pool and/or splash fountain operation and maintenance experience preferred.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license.
- Residence must be within a 30-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Methods, materials, tools and practices used in the maintenance and repair of parks and related facilities.
- Proper and safe use of tools and equipment required for the position, including but not limited to shovels, rakes, hoes, power washers, backpack sprayers and blowers, hand painting tools, power edger and line trimmers, walk behind and sitting mowers, backhoes, and dump trucks.
- Occupational hazards and safety precautions related to the work.
- Plant and chemical identification, planting, cultivating, and irrigation installation.

Skill & Ability

- Use modern office equipment and operate tools and equipment related to the position.
- Work independently, keep records, and make reports.
- Lift heavy objects, walk, and stand for long periods of time.
- Work in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Develop presentations, coordinate special events, and speak before citizen and student groups.

Licenses, Certifications & Other Requirements

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class B Endorsement, NIMS ICS 100, 200, and 700 Certification.
- Preferred at hire, must be able to obtain as soon as practicable: First Aid & CPR Certification.
- May require Public Pesticide Applicators License.
- Certified Pool and Spa Operator training preferred.