

# CITY OF HELENA



**Position Title: Parks Maintenance Worker**

**Department: Parks Recreation**

**Division: Parks Maintenance**

**Grade: 135**

**FLSA: Non-Exempt**

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Purpose:**

The purpose of this position is to perform semi-skilled and/or skilled tasks in the maintenance and landscape work of city parks; operations and maintenance of a wide variety of equipment, vehicles and tools; and construction and maintenance of Parks buildings, structures and facilities.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position is responsible for turf management such as mowing, aerating, fertilizing, top dressing, edging and weed spraying; maintaining various equipment and tools used in the performance of these duties by cleaning and checking equipment and tools after each use and reporting any problems or needs to supervisor. The incumbent will also prune trees and shrubs; plant trees, flowers and shrubs; rake leaves and clean walks, fields, courts and other parks facilities. This position also installs, maintains, repairs and troubleshoots irrigation and plumbing systems.

This position will perform carpentry, plumbing, heating and electrical maintenance of parks buildings, facilities and structures; and construct and repair concrete pads and sidewalks including excavation, backfill, proper shoring and barricading. The incumbent may inspect and/or make repairs to play equipment to insure that all aspects of the equipment are safe and function safely; and maintains records related to inspection and maintenance of such structures. The position may also assist or perform pool maintenance/cleaning duties as needed or assigned.

During the winter months the position clears various sidewalks, steps and other walkways of snow and ice.

**Essential Knowledge, Skills and Abilities Related to this Position:**

**Knowledge of:**

- Underground irrigation systems, pumps, backflow water regulators and current laws and regulations regarding water systems.
- Proper use and maintenance of equipment used in ground maintenance and building construction.
- Building maintenance and construction practices.
- Mechanical and electrical systems, outdoor lighting, heating and air handling units, pumps, plumbing and public address systems.
- Project management and planning for the ordering, arrival and distribution of necessary materials, equipment and staff for a timely completion of projects.

**Skill or ability to:**

- Operate related equipment such as mowers, sweepers, weed-eaters, tractors, dump trucks, bucket trucks, ditch-witch, backhoe, roller, tamper, jackhammer, saws, compressor, sanders, trenchers and general construction hand tools.
- Recognize and plan for the needs of park facilities.
- Read and work from blueprints and sketches, draw maps and record measurements.
- Establish and maintain positive relationships with City employees, supervisors and the public.
- Perform strenuous manual labor under adverse weather conditions when necessary.
- Drive city vehicle/equipment in a safe manner and abide by applicable laws and regulations.

**Physical Demands:**

Work usually involves performing vigorous manual labor which likely includes kneeling, twisting, crawling, climbing, standing and walking. Ability to lift up to 80 lbs. Ability to drive to different locations.

This position works outside frequently in all weather conditions and is exposed to a variety of hazards and dangers on occasion. It works with chemicals and power/hand tools often.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of high school graduation or equivalent and one to two years experience in parks maintenance tasks. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

The following licenses or certificates are desired:

- Montana State Pesticide Applicators License
- Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) license
- Certified Arborist Certificate
- Montana State Boiler Operator License

**Supervision Received:**

Direct supervision from Parks Maintenance Supervisor

**Supervision Exercised:**

May supervise the work of others as assigned.