



City of Greenfield

PUBLIC WORKS PARKS MAINTENANCE WORKER

Effective Date: 08.2015

DISTINGUISHING FEATURES OF THE CLASS:

This job class functions at an entry level classification and requires general knowledge related to gardening and grounds maintenance methods and techniques. This job class exercises responsibility for performing a wide variety of gardening and grounds maintenance duties at the semi-skilled and skilled level.

SUPERVISION RECEIVED AND EXERCISED:

Public Works Park Maintenance Worker receives general supervision from the Public Works Foreman and the Public Works Operations Manager

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Waters, mows, trims, fertilizes, and renovates grass and lawn areas.
- Weeds grounds and other landscaped areas.
- Cleans restrooms; replenishes paper dispensers and other supplies as needed
- Performs general maintenance work on buildings, structures, and playground equipment in parks and landscaped areas
- Plants, cultivates, trims, waters, and sprays ornamental plants, shrubs, hedges, trees, and flowers
- Prepares and treats soil for planting
- Trims, prunes, and maintains trees and shrubs; removes dead or diseased limbs and branches using hand saws, power saws, and trimming devices
- Removes tree stumps, limbs, clippings, and debris and hauls to appropriate refuse or dump
- Polices and picks up paper, trash and other refuse and removes from ground/park sites
- Assists in graffiti removal on equipment, buildings and other structures
- Assists in the layout, installation, and maintenance of park sprinklers/irrigation system; install and repairs sprinkler heads, lines, valves, and automatic controllers; sets controllers to regulate watering; waters manually where necessary
- Assists in the preparation and application of pesticides and herbicides to grounds and garden areas for pest/weeds
- Operate hand and power tools and equipment included power mowers, edgers and other ground maintenance tools
- Assists in removing, forming, pouring, and finishing concrete
- Tactfully responds to questions and comments from the public or conveys information as appropriate



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- Performs related duties similar to the above in scope and function as required
- Performs other duties as assigned if performing the duties with a public Works maintenance worker.
- Empties trash containers and removes trash from parks, landscaped areas and other City properties
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition, performing regular assigned custodial work
- Repairs and replaces plumbing fixtures as required
- Maintains logs and records of work performed and materials and equipment used

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of

- Gardening methods, tools and supplies.
- Safe motor vehicle and traffic laws
- Safe work Practice

Skills / Abilities

- Make mathematical calculations of moderate difficulty.
- Learn a variety of park and landscape maintenance work assignments
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationship with those contacted in the performance of required duties
- Safe handling fertilizers and other toxic materials
- Follow oral and written instructions
- Work effectively as a crew member
- Perform basic arithmetical calculations
- Work safe
- Perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weight up to 50 pounds
- Climb ladders to prune trees
- Work at various heights on appropriate equipment to string lights, banners, change light bulbs, etc.
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments

Working Conditions

Position requires prolonged sitting; standing and walking on level and uneven surfaces; reaching, twisting, turning, kneeling, bending, squatting and stooping; and working indoors and outdoors. This position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires



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near and far vision in reading written materials and a computer monitor. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Some job duties require the incumbent to drive motorized vehicles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from high school or equivalent, any combination of education, experience and training that would provide the required knowledge and abilities.

License and Certificate:

- Possession of a valid California driver's license and a satisfactory driving record.
- Possess a Class B Commercial driver's license within 18 months of hire.

Other Requirements:

- Must be willing to work out of doors in various weather conditions.
- Must be available to be on-call if required.