



Job Description  
Job Code: 123  
Range 19

## **PARKS AND BUILDINGS MAINTENANCE WORKER**

**DEFINITION:** Under general supervision, performs a variety of semi-skilled and unskilled tasks in the maintenance and servicing of City buildings and parks; ball field maintenance, trims trees, mows grass, runs a “weed eater” around buildings and facilities; and performs related duties as assigned.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### **TASKS:**

Performs grounds maintenance work including seeding and planting plants, mowing grass, edging grass, spraying and cutting weeds, and fertilizing; landscapes City property; prunes or trims hedges, trees, and shrubs; installs fences, sprinklers, and irrigation systems; mixes concrete for sidewalks and curbs; digs graves, and refills after ceremonies are complete; operates a variety of light to heavy equipment (e.g. pickup, dump truck, tractor, backhoe, fillers, etc.). Performs maintenance and grooming activities on City ball fields and at the equestrian center.

Performs routine maintenance on equipment; replaces faulty parts; evaporative cooler pads; installs new pumps and spiders; installs new filters; changes lights in buildings; performs preventive maintenance, makes repairs on City buildings; repairs leaking roofs; paints interior/exterior of buildings and facilities; supervises community service workers.

Trenches ground for the installation of conduit for pipes for irrigation pipes; operates a backhoe to dig graves, trenches, and moving dirt and rocks; landscapes parks and performs carpentry work for the City; pours concrete and finishes concrete structures; uses hand tools (e.g. shovel, hammer, saw, generator, screwdrivers, rakes, picks, hoes, etc.); performs unskilled to skilled plumbing repairs. Other tasks as assigned.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of the various skilled trades (e.g. plumbing, electrical, HVAC, carpentry, painting, etc.).

Knowledge of the properties owned by the City.

Knowledge of the functionality and long term use of buildings and grounds.

Knowledge of the proper use, maintenance and repair of buildings, equipment and tools.

Skill in the safe and effective use of hand and power tools.

Skill in dealing with the public in a professional and courteous manner.

Skill in maintaining a professional image.

**Parks & Buildings Maintenance Worker – (Continued)**

**PHYSICAL REQUIREMENTS:** Work involved in this classification includes the possibility for injury or harm to self and others due to the inappropriate use of equipment and tools. Work is sometimes performed outdoors during inclement weather. Duties will include climbing ladders, pushing/pulling, lifting various items and performing other general physical labor.

**MINIMUM QUALIFICATIONS:** The equivalent of two (2) years' experience in buildings and grounds maintenance, or related field. Must have valid Arizona driver's license, and a High School diploma or GED equivalent by time of hire. Possession of or ability to obtain a commercial driver's license (CDL) within six months. Desired: irrigation experience. May be required to work overtime, holidays and weekends, and be on-call 24-hours per day, per the departmental on-call policy.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: Morgan Scott / Dan Lueder 8/27/12

Reviewed by: Iris Dobler 8/27/12