

POSITION DESCRIPTION

TITLE: Seasonal Landscaping/Maintenance Assistant

CLASSIFICATION: Seasonal/Laborer

GRADE/SALARY RANGE: N/A- 40 Hours/Week \$15.00 Hourly

SUPERVISED BY: Park Maintenance and Grounds Foreman

FUNCTIONS AND RESPONSIBILITIES

- 1) Assists in the maintenance of parking lots, sidewalks, parks, trails and facilities including such duties as snow removal, insulating, and other tasks
- 2) Makes minor adjustments to equipment
- 3) Diagnoses minor problems with equipment and determines remedial action
- 4) Performs maintenance and landscaping tasks including mowing, watering, weed eating, planting, mulching, aerating, seeding, fertilization, chemical application, and general assessment
- 5) Performs trail maintenance including brush hogging, mulching, grading and trail development
- 6) Performs athletic field maintenance including grooming, lining, and repairs due to inclement weather
- 7) Measures athletic field including soccer, baseball, and softball to accurately place mark or paint field for competition
- 8) Assist with preparation for special events
- 9) Must adhere to, and follow, City policies and procedures at all times while at work
- 10) May fill in for other positions in the Parks Maintenance Department

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation grounds keeping practices
- 5) Must possess an understanding standard English and be able to perform basic math calculations
- 6) Ability to establish and maintain effective working relationships with supervisors and staff
- 7) Ability to manage and organize multiple projects and tasks simultaneously
- 8) Ability to maintain appropriate level of confidentiality for both written and verbal information

- 9) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours