

# Middletown, CT Job Description

<b>Classification Title</b>	Park Maintainer
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

## PURPOSE OF POSITION

The purpose of this position is to maintain parks, grounds and recreation areas. ~~The work is performed under the direction of the Superintendent of Parks.~~

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs maintenance and repair work in maintaining parks, grounds and facilities.
- Performs landscaping functions. ~~;~~ ~~m~~Mows grass, ~~top dresses~~, edges and seeds fields, ~~and~~ trims trees and bushes. ~~;~~ ~~l~~ays out ball fields; ~~p~~repares fields for games. ~~;~~ paints lines ~~and~~; installs and removes goals.
- Performs custodial functions ~~and~~ maintains facilities. ~~;~~ ~~C~~leans and supplies restrooms. ~~;~~ ~~e~~cleans offices and locker rooms. ~~;~~ ~~p~~erforms painting and light carpentry work. ~~;~~ ~~r~~emoves trash and recyclables.
- Clears snow from and sands lots and sidewalks.
- ~~Loads and secures materials and equipment for transport to work sites.~~
- ~~Closes and secures parks. Acts as Parks Representative at sporting events.~~
- ~~Removes trees, leaves, brush and refuse. Installs and replaces benches, fences, posts, rails and signs.~~
- Performs minor maintenance on vehicles and equipment. ~~;~~ ~~r~~eports malfunctions to supervisor.
- ~~Operates vehicles that do not require a CDL.~~
- Perform other related duties as assigned.

## MINIMUM JOB QUALIFICATIONS

### Education and Experience

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High school diploma or equivalent. ~~and one year of maintenance experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

### Other

- Must have a valid Connecticut Driver's License.

### PREFERRED QUALIFICATIONS

~~None.~~

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to compile, assemble, copy, record and/or transcribe data and information according to a prescribed scheme or plan.
- ~~Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~Ability to operate applicable equipment and tools
- ~~Requires the a~~Ability to utilize a wide variety of reference data and information such as billings, letters, production orders, operating instructions, field reports, repair orders, vehicle and equipment reports, diagrams, manuals, schedules and records.
- ~~Requires the ability to communicate orally and in writing with the Superintendent of Parks and all department personnel, other City departments, coaches, school personnel, vendors, and the public.~~Must possess organizational skills
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

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- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on light equipment and tools, and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as operating equipment.~~
- ~~Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

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Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, toxic agents, chemicals, dusts, smoke, machinery or traffic hazards may cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, and intense noises.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/10/15
<b>Dates revised</b>	