

CITY OF BRIDGEPORT, TEXAS

PARKS MAINTENANCE WORKER

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: non-exempt

STARTING PAY: \$15.00/hr

HOURS: Monday-Friday 7:00 a.m. – 4:00 p.m.

JOB SUMMARY

Under direct supervision of the Parks and Recreation Director and daily supervision from the Parks Foreman and Park Maintenance Worker II, to perform semi-skilled and skilled labor in the construction, maintenance, and repair of parks and park facilities; to perform general maintenance tasks at the City's parks and recreation facilities; and to perform general maintenance activities as assigned. May also operate mowing equipment to cut a variety of areas around the City. For safety purposes, employee must be 18 years or older.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Parks and Recreation Director, the Parks Foreman and Parks Maintenance Worker II.

Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs routine maintenance operations such as mowing, fertilizing, cultivating, grading, etc., necessary to maintain established landscape effect.
2. Performs minor repairs with hand tools of park furniture and fencing such as

- patching fences, smoothing rough metals, applying preventative wood treatments, reinforcing furniture seats and legs.
3. Operates a variety of mowing equipment and provides services necessary to keep mowing equipment operative; operates tractor/mower to keep rights-of-way clean; removes paper from rights-of-way; mows and edges grass areas, using mower and edger.
 4. Maintains and repairs drinking fountains and rest room fixtures, using cleaning equipment, plunger, and pipe wrenches; assists in building and painting a variety of City facilities and structures, using hammers, nails, drills, saws, levels, measuring tapes, brushes and rollers.
 5. Cleans grounds, using hand tools, rake and blower; maintains outdoor areas, including cutting grass, weeding, watering, planting and assisting in the care of shrubs, flowers and lawns.
 6. Removes unwanted trees, stumps and roots, using ropes, axes, stump grinders, chippers, chain saws and ropes to lower limbs; trims trees, using loppers, pole saws and chain saws; prunes shrubs, using hand and power shears and hedgers.
 7. Plants trees, using shovels, digging bar and stake pounder; waters trees and plants, using hoses and drip irrigation equipment; pulls and cuts weeds, using hand tools and weed eater.
 8. Constructs, paints and/or repairs playground equipment, using a wide variety of hand and power tools; performs special construction and installation projects, such as painting, welding, and installing benches, barbecues, drains, shelves and walkways; clean ditches, dig trenches and post holes.
 9. Drives city trucks and equipment as instructed; performs general carpentry tasks; maintains a work area that is clean and orderly; sorts tools and materials.
 10. Repairs and/or reports vandalism, damage or major maintenance requirements; performs minor building maintenance, cleaning and custodial duties as needed.
 11. Utilizes proper safety precautions related to all work performed.
 12. Accurately completes paperwork in a timely manner.
 13. Responds to emergencies as needed.
 14. Assists other departments as needed and performs other work as required.
 15. Regularly attends work as scheduled and remains alert at all times.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. Works after hours and on weekends as needed.

QUALIFICATIONS

Knowledge of:

Methods and techniques of general construction, maintenance and repair related to the area of work assigned.

Hand tools and equipment associated with the construction, maintenance and repair

related to the area of work assigned.
Safe operation, care and appearance of city vehicles and/or equipment.
Safety precautions and practices necessary when working with vehicles and equipment.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Follow instructions and operate tractor/mower and other assigned equipment and vehicles in a safe and effective manner.
Drive/operate a variety of City equipment and vehicles.
Communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
Accept training and supervision in a willing and pleasant manner.
Read, write, speak and understand English; follow oral and written instruction; interact effectively with others.
Follow the practices and common rules of safety in the work place.
Hear clearly when working around equipment and in traffic, using proper safety precautions.
Communicate effectively and courteously with the public and other city employees.
Carry out oral and written direction.
Learn to perform a variety of maintenance, construction and repair work.
Learn basic techniques of carpentry, plumbing, painting, and maintenance and repair.
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Perform heavy manual labor.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking or standing for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment and vehicles.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some general maintenance experience performing field maintenance work is desirable but not required.

Training:

Equivalent to a High school diploma or GED required.

License or Certificate

Possession of an appropriate, valid Texas driver's license.

WORKING CONDITIONS

Environmental Conditions:

Repair and maintenance environment. Subject to after hours call out for emergency situations. Most duties in this class are performed under periodically disagreeable working conditions, working outside, sometimes in adverse weather, exposed to heat, wind, water, pollen, mud, dirt and grease; some positions may require more frequent exposure to disagreeable conditions including paint fumes, caustic chemicals, equipment noise and vibration, and dampness. Incumbents are exposed to the noise of machinery and vehicles, fumes, exhaust emissions, grease, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards and vibration; exposure to inclement weather when conducting field repairs; environment includes noise and work with moving objects and vehicles.

Physical Conditions:

This position requires incumbents to stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 100 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Incumbents drive/operate City vehicles/equipment, assist in the testing of, and are exposed to, a wide variety of vehicles, equipment and hand and power tools. Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking extended periods of time; some crouching, stooping, squatting, crawling, reaching, pushing, and pulling when performing maintenance and repair tasks; adequate vision, hearing, and speech required; must be able to operate assigned equipment and vehicles.

BENEFITS

The City currently offers all full time employees the following benefits: nine paid holidays plus three paid floating personal days; paid vacations and sick days; and a sick day pool. The City pays for the entire portion of the employee's health and vision insurance as well as a large portion of the dependent's coverage. Dental insurance is offered to the employee & their family. The City has a telemedicine plan available to the employee & their family at no charge. Employees are provided with \$30K life/ADD insurance with an option to purchase additional and/or dependent coverage. The City has access to a 457(b) retirement plan as well as AFLAC, pre-paid legal insurance and an HSA savings account. Additionally, the City provides a **\$200/month benefit allowance** to its full time employees to assist

in paying for the employee's portion of benefits. The City pays a monthly cell phone allowance and offers extra pay for bilingual employees as applicable.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval

Date: _____

Employee

Employee's Printed Name