

EXHIBIT E

City & Borough of Wrangell

Position Description

Position: Parks Maintenance Temporary Worker	Position Number:
Department/Site: Parks and Recreation	FLSA: Non-exempt
Reports to: Parks and Recreation Director	Salary Grade: 9

Summary

To perform a variety of unskilled and semi-skilled work in landscaping, mowing, weed eating, grounds maintenance, repairing, installing and construction of parks, playgrounds, ball fields, cemeteries and park facilities.

Distinguishing Career Features

The Parks Maintenance Temporary Worker has the skills and ability necessary to maintain and adequately care for the Borough's park facilities.

Essential Duties and Responsibilities

- Constructs, repairs, places and installs signs, benches, tables, fences and bases. Assists in park maintenance work involving the placement, repair, painting and maintenance of buildings and structures.
- Mows all park and cemetery lawns and turfs. Prunes trees and shrubs, slashes brush, removes cutting and litter from parks, cemeteries and city grounds.
- Participates in landscaping by preparing ground, planting, transplanting, fertilizing, trimming and pruning.
- Operates light trucks and small tractors and other powered equipment such as rota-tillers, chain saws, weed eaters and lawn mowers.
- Cleans park shelters, fire pits and grounds. Cleans and disinfects park restroom facilities.
- Maintains all records and reports as required.
- Ensures that all supportive services such as water, electricity, etc. are available when needed at recreational sites.
- Assists in excavation and backfilling of burial sites.
- Assists other departments and agencies as needed and carries out other duties as assigned.

Qualifications

- **Knowledge and Skills**

Must have knowledge of how to use power tools such as drills, mowers and leaf-blowers, and must be familiar with fertilizer, weeds, grounds maintenance and repair

- **Abilities**

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- Ability to follow oral and written instructions, organize and direct work activity of a crew.
- Ability to train crew members and evaluate job performance.
- Ability to inspect vehicles and power tools for compliance with safety regulations and assure safe work practices.
- Ability to communicate effectively with sub-ordinates, staff members,

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coordinating agencies and the general public.

- **Physical Abilities**

Requires the ability to load and unload 60 pound sacks of materials with assistance. Requires the ability to stand and walk for periods of time. Requires the ability to generally function outdoors in a park, sports court, park trail, or similar environment.

- **Education and Experience**

Must have some knowledge or background of parks and/or parks maintenance.

- **Licenses and Certificates**

Must possess a valid Alaska Drivers License. Must be at least 18 years old.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, body positioning, handling of medium-to-heavy weight and awkward materials, and disagreeable working conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.