

CITY OF WRANGELL

JOB DESCRIPTION

JOB TITLE: PARK/CEMETERY MAINTENANCE I

REPORTS TO: Director of Parks and Recreation

DEPARTMENT: Parks and Recreation

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

DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES:

1. 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.
2. Mows all park and cemetery lawns and turfs. Prunes trees and shrubs, slashes brush, removes cuttings and litter from parks, cemeteries and city grounds.
3. Participates in landscaping by preparing ground, planting, transplanting, fertilizing, trimming and pruning.
4. Operates light trucks and small tractors and other powered equipment such as rota-tillers, chain saws, weed eaters and lawn mowers.
5. Cleans park shelters, fire pits and grounds. Cleans and disinfects park restroom facilities.
6. Maintains all records and reports as required.
7. Ensures that all supportive services, such as water, electricity, etc., are available when needed at recreational sites.
8. Assists in excavation and backfilling of burial sites.
9. Assists other departments and agencies as needed, and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Requires the ability to follow oral and written instructions, organize and direct work activity of a crew, train crew members and evaluate job performance.
2. Requires the ability to inspect vehicles and power tools for compliance with safety regulations and assure safe work practices.
3. Requires the ability to communicate effectively with subordinates, staff members, coordinating agencies and the general public, as required.
4. Requires the ability to load and unload materials and supplies weighing up to 60 pounds.

MINIMUM QUALIFICATIONS:

1. Must be at least 18 years of age and possess a valid Alaska drivers license.
2. Must have some knowledge or background of parks and/or parks maintenance.