



## CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

### **Title: Parks Maintenance, Worker I**

Department: Parks & Recreation

### **GENERAL PURPOSE**

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of grounds and open spaces at Byerly Park Complex and other assigned areas, including ball fields.

### **SUPERVISION RECEIVED**

Under immediate supervision, reports to the Crew Supervisor, Parks Maintenance.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Mows and maintains grounds, open space areas and parks; mows weeds; maintains sprinkler systems; and assists in the repair and installation of sprinkler lines and heads.

Performs routine maintenance on lawn and power equipment.

Plants and maintains lawns, trees, shrubs and flowers.

Maintains City's grounds, parks and open spaces, including seeding, fertilizing, top dressing, soil conditioning, watering and pest and weed control.

Prepares and maintains ball fields to required standards.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Operates tractors, mowers, jack hammers, trucks, steam cleaners, buffers, washers and other equipment as needed.

Maintains current skills and knowledge in the proper and safe techniques of grounds maintenance functions.

Keeps records of work completed.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.



May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

## **PERIPHERAL DUTIES**

Serves as a member of various employee committees, as assigned.

Performs other related duties as assigned to meet organizational goals.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience

- a) High school graduate or equivalent; and
- b) Three (3) years of experience; and/or
- c) Any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.

### Necessary Knowledge, Skills and Abilities

- a) Some knowledge of: equipment, materials and supplies used in grounds maintenance; first aid and applicable safety precautions.
- b) Skill in: operating the listed tools and equipment.
- c) Ability to: work independently and complete daily activities according to schedule; lift heavy objects, walk and stand for long periods of time, and perform strenuous physical labor under adverse field conditions; communicate orally and in writing; use equipment and tools properly and safely; understand, follow, and transmit oral and written instructions; communicate effectively; establish effective working relationships with employees, supervisors, and the public.

## **SPECIAL REQUIREMENTS**

Must possess a valid South Carolina driver's license.

## **TOOLS AND EQUIPMENT USED**

Pickup truck; lawn aerator and landscaping equipment, including tractors, mowers, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems; backhoe, water wagon, blower, miscellaneous hand and power tools, carpentry, painting, plumbing, electrical and cement finishing tools and equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk or hear.

The employee must occasionally lift and /or move up to 100 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics 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.



While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally and in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the outdoor environment is usually loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.