



## CITY OF PORT LAVACA

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**JOB TITLE:** Park Maintenance Worker  
**DEPARTMENT:** Parks & Recreation  
**JOB CODE:**

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### **JOB DEFINITION:**

Under basic supervision, performs general labor and maintenance tasks for City parks, facilities, lawns, grounds, playgrounds, and other cultivated areas in the City; performs work in accordance with all safety regulations and procedures.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain a clean, safe, attractive and user-friendly City park system; maintains park facilities, lawns, grounds, playgrounds, beaches, pools, sport fields, cultivated areas, and other City facilities; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Performs a variety of Park grounds maintenance activities, including mowing, landscaping, and watering procedures; cleans up trash and debris; prunes and trims trees and shrubs.
- Maintains and repairs irrigation systems and sprinklers; sweeps and cleans parks facilities, grounds, and adjacent areas; loads and hauls materials.
- Maintains, repairs, and renovates park facilities as directed; performs basic carpentry, plumbing, electric, painting, and masonry tasks.
- Performs basic inspection and maintenance on tools, equipment, playground equipment, and motorized machinery; performs minor repairs to grounds maintenance equipment.
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Cleans and maintains park facilities and buildings.
- Performs setup and teardown and other tasks for special City events as directed.
- Monitors work site to assure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Tools and equipment used in parks, grounds, and facilities maintenance.
- Federal, state and City safety rules and regulations.
- Occupational hazards and safety precautions
- Geography, roads, and landmarks of City and surrounding areas.
- Basic principles of record keeping and records management.

### **Skill in:**

- Operating and maintaining power and hand tools and motorized equipment in a safe and effective manner.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals and cleaning compounds.
- Performing manual labor tasks, including lifting and carrying heavy objects.
- Closely following verbal and written instructions and procedures.
- Care, maintenance, and safe operation of specialized tools and equipment.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND one year of landscaping and maintenance experience; OR an equivalent combination of education, training and experience.

- State of Texas driver's license is required.
- According to the needs of the City, specific training and certifications may be required, including herbicide/pesticide application.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors; required to perform moderate physical work, and lift and carry up to 50 pounds.