



<b>Department:</b>	Parks & Recreation
<b>Supervisor:</b>	P&R Director
<b>Prior Revision Date:</b>	03/17/2021
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<b>Revision Made By:</b>	Admin
<b>Revision Reviewed &amp; Approved by:</b>	S.G.
<b>Employment Status:</b>	PMEA Union
<b>Date Provided to Bargaining Unit</b>	3/29/2022

## **Job Description**

### **PARKS AND RECREATION PARKS MAINTENANCE**

#### **Definition**

The Parks Maintenance position is a member of the Parks and Recreation Departmental team to provide general care and maintenance of City grounds & facilities, including community center, aquatic center, cemetery, parks, ball fields, greenbelts, planters, and performs general of recreational facilities and parks.

#### **Supervision Received**

The Parks Maintenance position reports directly to the Parks and Recreation Director.

#### **Supervision Exercised**

None.

**Duties** *(The duties listed in this section are intended as illustrations 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.)*

Performs a variety of skilled trade tasks involved in the repair, upgrade or replacement of recreational facilities, including preventative maintenance on all buildings and assisting Maintenance Technician and Groundskeeper as needed.

Performs maintenance work as required in support of and in preparation for recreation programs or activities;

Performs physical labor such as digging, lifting and unloading material.

Performs light construction, rockwork, and playground equipment maintenance

Coordination with other Borough departments, and external organizations and entities for projects within Parks and Recreation jurisdictions. Attendance at meetings with said entities may be required.

Assists Groundskeeper and General Facilities Maintenance Technician with weekly cleaning and checking of shared maintenance equipment utilized within this classification.

May operate Borough vehicles.

Coordinates with Administrative Assistant for reporting items needing repair, and subsequent follow-up as needed.

Performs other duties as assigned.

### **Distinguishing Characteristics**

The work assigned to the Parks Maintenance position is characterized by the diversity of tasks performed and by the wide range of skills required to repair and maintain facilities and parks. This person is required to have tactful customer relations skills with people of all ages. The position requires that the person perform the majority of their work in the outdoors, under adverse weather conditions. The person in this position needs to understand verbal directions; and work with minimal supervision.

### **Working Conditions**

The employee in this position performs duties indoors and outdoors and is exposed to a variety of weather conditions. The employee must be skilled in the use of various equipment, power tools and hand tools; and knowledge of their safe operation. The position comes in frequent contact with the general public of all ages. The person in this position must have the ability to lift up to 25-50 pounds on a regular basis and be available to work weekends and nights, dependent on the department's needs.

### **Qualifications**

Must possess a current and insurable Alaska State Driver's license.

Must possess skill in operating hand and power tools required in the work;

Must have knowledge of the hazards and safety precautions associated with repair and maintenance job requirements.

Any combination of experience and education which provides the applicant with the following attributes:

- Ability to work a variety of small equipment;

- Ability to identify facility or equipment deficiencies and execute reliable repairs and maintenance.

- Ability to work in adverse weather conditions;

- Ability to work with minimal or no supervision and make independent decisions;

- Ability to operate power tools including mower, edger and chainsaw safely;

- Ability to recognize limitation and consult further resources for answers;

Ability to establish and maintain a positive relationship with the community, Borough Departments, and other entities and organizations.

Must be accurate, dependable, neat and thorough in assigned tasks. Must be able to keep work areas neat and clean;

Ability to establish and maintain effective working relationships with fellow employees; and works cooperatively with supervisors and displays willingness to assist co-workers.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date