

FLSA CLASSIFICATION: Non-Exempt PAY GRADE: PRC

DEFINITION

To perform a variety of semi-skilled gardening and landscape maintenance and custodial duties. To assist in the supervision of activities and functions conducted at the Park, as well as Recreation Centers.

SUPERVISION RECEIVED AND EXERCISED

Under the direct supervision of the Office Coordinator and Secretary. Must check schedules and assignments through department Secretary.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Check I.D. upon entering Park.

Assist Lessee with any reasonable requests.

Report any incidents and/or accidents to the person "on call" immediately. Report any problems to immediate supervisor.

Rake leaves, clean walks, fields, fishing pier and other facilities.

Spade and otherwise prepare ground around plants and shrubs. Plant and maintain trees, flowers and shrubs.

Pick up rubbish and paper, and perform general grounds cleaning.

Mow, trim, weed and water.

Responsible for weekly reports and mechanical checks on facility equipment.

Assist in maintaining recreational facilities.

Weekly operations of recreation centers, rentals, tours and scheduled events.

Moving/lifting equipment up to 50 pounds (ex: tables, chairs, etc.)

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to extreme fumes, odors, dust/mites, and mechanical hazards; exposure to extreme cold, heat, temperature swings and constant noise; walking; twisting body; working in trenches; stooping; standing; squatting; sitting; seeing; kneeling; grasping; climbing; cleaning; reading; reaching above shoulder level; pushing, pulling, lifting and carrying up to 50 pounds; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of a weed eater, lawn mower, blower, edger and a variety of hand tools and miscellaneous cleaning supplies; operating a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Basic methods, tools, materials and equipment used in grounds and facility maintenance work. Safe work practices.

Principles and practices of organization, public relations and human relations.

Ability to:

Perform semi-skilled landscape maintenance work.

Operate a variety of mowers, edgers and other routine park maintenance equipment.

Perform minor repairs on buildings, fences, athletic fields and other facilities.

Learn to operate a variety of light mechanical equipment.

Perform custodial services.

Interpret and explain departmental policies and procedures.

Establish and maintain effective working relationships with those contacted in the course of work.

Work a flexible schedule. Hours include evening and weekend work.

TRAINING AND EXPERIENCE

No prior work experience required.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals

I have read the job description above ar accommodation.	nd can perform th	e job duties	(Circle One) with without	any reasonable
Witness: Supervisor's Signature	Date	Employee's Signature		Date