



Title: Parks and Facility Maintenance Laborer

Minimum pay \$ 14.00/hr

Pay Grade: 1

FLSA: Non-Exempt

GENERAL SUMMARY

Applies knowledge and skills to perform the regular and recurring maintenance, installation, and repair work of the department, using any of the authorized and available equipment.

SUPERVISION

General supervision is provided by the Superintendent of Parks, Recreation & Facilities. Employee will receive close to moderate supervision, depending on individual's experience and task complexity, expected to perform routine assignments independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Checks buildings and their systems for conditions that need attention and takes appropriate action to correct problems.
- Makes repairs to walls, windows, doors, and floors; straightens up work areas; moves furniture, materials and supplies.
- Picks up and delivers supplies, parts and materials.
- Operates a variety of standard power tools and equipment used in building maintenance and repair activities on a regular basis.
- Replace fluorescent light and ballast on ceilings; performs maintenance on roofs.
- Work in accordance with safety practices and procedures.
- Use appropriate materials and equipment to complete assigned work according to specifications, verbal instructions, and established procedures.
- As directed, adapt equipment and materials to meet specific requirements.
- Proficiently operate all assigned equipment and vehicles to perform operations within the capacity of the machine to accomplish required work.
- Assist in Mowing, trimming, and edging lawns in parks, sidewalks, and median strips as needed using appropriate equipment.
- Operate light-duty trucks in picking up and delivering materials or supplies, and collecting and removing debris as assigned.
- As directed, perform painting, basic carpentry, electrical, plumbing, and cement work.
- Perform other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Must be able to work with a variety of people in many situations including enforcement of policy while using effective communications skills and tactfulness.
- Must have working familiarity with assigned maintenance equipment, construction and repair methods, materials, tools, and procedures, including a general knowledge of electricity, plumbing, carpentry, and cement work.
- Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to high performance and high morale.

- Must use a variety of hand and power-operated tools and equipment, such as shovels, picks, hand and riding mowers, power hacksaw, chainsaw, drills, jackhammer, leaf blower, weed eater, spraying equipment, backhoe, front-end loader.
- Be motivated and able to work independently.
- Communications skills to work effectively as a team member and answer public inquiries.
- Ability to understand and follow oral and written instructions.

OTHER DUTIES AND RESPONSIBILITIES

- May perform portions of the work of higher classified positions occasionally, as assigned.
- May perform duties of similar complexity in any City department as required or assigned.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

High School Diploma or Equivalent

Prefer previous experience in a similar position.

Must possess a valid Texas driver’s license.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily performed indoors with some outdoor in all weather conditions. The majority of the work will be performed on the City’s Buildings.

Physical strength sufficient to lift up to 100 pounds: to push a wheelbarrow containing up to 100 pounds over uneven terrain: and to operate a chainsaw for sustained periods up to a full day. Physical stamina to sustain heavy physical labor for the entire shift on a regular basis.

ACKNOWLEDGEMENT

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The City retains the right to change or assign other duties to this position.

The essential functions described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the functions of this job. As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Royse City. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations. This job description in no way constitutes a contract or agreement for employment.

Employee Signature

Date

Director of Human Resources

Date