



## CITY OF HOT SPRINGS, ARKANSAS

### Job Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.*

### Maintenance Worker

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|------------------|-----------------------------|
| Department       | <b>Parks and Recreation</b> |
| Pay Grade        | <b>6</b>                    |
| FLSA Status      | <b>Non-Exempt</b>           |
| Safety Sensitive | <b>Yes</b>                  |

#### **JOB SUMMARY**

Performs semi-skilled to skilled work relative to maintenance of parks grounds and buildings and/or assists in landscaping and/or plumbing activities.

#### **ESSENTIAL JOB FUNCTIONS**

- Cleans and maintains parks, grounds, and buildings (including restrooms and pavilions).
- Picks up litter in parks, downtown area, City parking lots, and landscape beds.
- Maintains athletic fields and court surfaces.
- Assists in the installation, maintenance, and repair of landscape irrigation systems.
- Assists in minor plumbing, electrical, and building maintenance activities.
- Assists in the care of plants, trees, and shrubs (including planting, weeding, fertilizing, and spraying).
- Operates and performs minor preventive maintenance on equipment such as chainsaws, pruning saws, weed eaters, blowers, mowers (push mowers, zero turn up to 27 hp), water pumps, power washers, and various hand tools.
- Paints and repairs parks facilities and equipment.
- Operates light and medium-duty trucks
- Cleans and maintains fountains.
- Conducts safety inspections of playgrounds and buildings and reports findings to supervisor.
- Maintains inventory of related materials.
- Responds to inquiries from citizens.
- May supervise seasonal employees, community service workers, and/or volunteers performing similar work.
- May spend periods of time working with bucket truck equipment up to 50 ft in elevation installing various parks equipment.
- Performs any other related duties as required or assigned.

**Supervision Received:**

Works under close to general supervision of an administrative superior.

**Supervision Exercised:**

May exercise close to general supervision over seasonal employees, community service workers, and/or volunteers performing similar work.

**QUALIFICATIONS****Education and Experience:**

High school diploma or equivalent; and one (1) year in performing heavy manual labor, preferably in buildings and grounds maintenance, athletic field maintenance, landscape maintenance and/or landscape irrigation systems; or any equivalent combination of education and experience.

**Licenses or Certifications:**

Must possess a valid driver's license and a clean driving record.

**Knowledge, Skills and Abilities:**

- Working knowledge of building and grounds maintenance tools, equipment, and methods.
- Working knowledge of plant care and landscape maintenance.
- Working knowledge of landscape irrigation systems and general plumbing repairs.
- Ability to operate and maintain assigned equipment.
- Ability to troubleshoot and perform minor plumbing, electrical, and building repairs.
- Ability to operate half-ton and one-ton trucks with either manual or automatic transmission.
- Ability to conduct safety inspections and to assess and report issues of concern.
- Ability to demonstrate initiative.
- Ability to perform strenuous work in all types of weather.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to communicate in a positive manner with the general public.
- Ability to train and supervise others.
- Ability to prepare accurate reports.

**PHYSICAL/MENTAL DEMANDS**

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crawls, climbs, and balances; occasionally required to use the sense of taste or smell; specific vision requirements include close, color, distance, peripheral, and the ability to adjust focus; occasionally required to lift up to 50 pounds and, in some positions, may be required to occasionally lift more than 100 pounds.

**WORK ENVIRONMENT**

The noise level in the work environment is moderate to very loud. The employee is exposed to outdoor weather conditions, works near moving mechanical parts, and in high precarious places; may be exposed to fumes or airborne particles and toxic or caustic chemicals; at risk of electric shock and/or vibration; exposed to extreme heat or cold (non-weather) and wet, humid conditions (non-weather).

**EMPLOYEE ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

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**Employee Signature**

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**Date**

*The information in this 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, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.*

*The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.*