



Job Description

Department: Parks and Recreation **Classification:** Non-exempt
Job Title: Municipal and Parks Worker I
Reports to: Parks and Recreation Supervisors
Date Prepared: 9/17/19

GENERAL DESCRIPTION OF DUTIES:

Performs a wide variety of manual labor and semi skilled work related to the operation of construction equipment and machinery utilized in the construction, maintenance and repair of the City parks, grounds, water and waste water lines, trails and general public works.

ORGANIZATIONAL RELATIONSHIPS:

Provides support to the Parks and Recreation Director, Supervisors and fellow crew members of the department.

ESSENTIAL DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Serve as an apprentice operator, plumber, craftsman, or laborer
- Perform various manual labor activities such as shoveling, digging, and lifting heavy objects
- Perform various semi-skilled activities under the direction of a Municipal Worker II or III, such as construction, remodeling, carpentry, concrete work
- Repair potholes with asphalt
- Trim and remove trees as necessary
- Traffic Control
- Operate a variety of equipment to include loader, backhoe, and motor grader
- Perform basic maintenance services on all equipment or vehicles operated
- Plow snow at all hours of day and night, holidays and weekends to ensure roads, parks and trails are safe and passable
- Sand roads when appropriate
- Operate street sweeper as needed, which may require adjusted work hours
- Repair and installs water meters, water lines and various water related activities
- Repair and maintain sewer lines

- Clean and maintain public facilities, including bathrooms
- Accurately complete daily timesheets and associated paperwork
- Greet the public using tact and professionalism
- Establish and maintain effective working relationships with employees, other agencies and general public
- Work cooperatively with other staff on projects
- Constructively participate in discussions, address conflict and effectively resolve most situations
- Perform other duties and special projects, as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of common hazards and safety precautions necessary for public works operation
- Ability to drive a manual transmission vehicle (and must possess a valid Colorado drivers license and an acceptable motor vehicle record)
- Effective communication and teamwork skills to foster good working relationships with employees, other agencies, and the general public
- Listening and questioning skills to ensure understanding are important in performing the job competently

EDUCATION AND EXPERIENCE:

High school education completed or in process; one to three years work experience.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl.