

**Morristown**  
Job Description

**Job Title:** Park Maintenance Term Worker

**Job Number:**

**Department:** Parks and Recreation

**FLSA Status:** Non-exempt

**Range:** Hourly pay rate only

**Approved Date:** January 20, 2015

**Summary:** Performs responsible manual and semiskilled work in the installation, construction, repair, maintenance and care of City parks and related structures and equipment; does related work as required. Work is performed under the immediate supervision of the Park Maintenance Crew Leader or Supervisor.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Prepares, maintains and repairs park equipment, buildings and grounds.
- Repairs and maintains park equipment and buildings.
- Performs plumbing, masonry, carpentry and minor electrical work.
- Prepares, drags, lines and maintains athletic fields and courts to prescribed standards.
- Collects trash and garbage and disposes of same.
- Mows grass, trims shrubbery and trees.
- Operates trucks, mowers, and tractors in grounds preparation and maintenance work. Performs minor building, custodial, repair and maintenance work. Services and maintains light automotive equipment.
- Arranges facilities for special events and checks for safety hazards. Performs related tasks as required.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.  
None.

**Supervisory Responsibilities:**

None.

**Competencies:**

- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.
- **Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.

- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.
- **Planning and Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.

**Required Education and/or Experience:**

High school education or G.E.D.; one to three months related experience or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

High school education or G.E.D.; six months to twelve months related experience or training; or equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

General knowledge of the tools, materials and equipment used in general construction and maintenance work; general knowledge of the materials, equipment, tools and techniques of the standard building trades; good knowledge of safety precautions applicable to the duties of the class; ability to understand and follow oral and written directions; ability to use common hand tools; ability to operate simple machinery; ability to solve problems within scope of responsibility.

**Certificates, Licenses, Registrations:**

Must possess a valid Driver's License and Commercial Driver's License.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

**Working Environment:**

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually loud.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Signature/Approval**

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*Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head*

\_\_\_\_\_  
*Date*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*