

City of Valparaiso Job Description

Parks-Grounds Maintenance Equipment Operator

POSITION TITLE: Parks-Grounds Maintenance Equipment Operator
DEPARTMENT: Public Works
DIVISION: Parks
REPORTS TO: Parks Supervisor
DEPARTMENT HEAD: Public Works Director
STATUS: Non-exempt
LAST REVISION: March 2022
SALARY GRADE: 04

POSITION PURPOSE/SUMMARY

Under direct supervision, participates in the general maintenance of city infrastructure related to city owned parks, grounds and buildings, sidewalks and rights of way. Assists in response to emergency calls as required, particularly those related to park facilities and road damage/obstruction, including delineation of affected area, isolation of the problem, formation of repair action plan and required reporting and communication. Makes field inspections to ensure proper operation of equipment and activities. Maintains operational field logs in accordance with applicable standards; in part related to NPDES Permit and MS4 regulations as specified by Florida Department of Environmental Protection.

ESSENTIAL JOB FUNCTIONS

1. MAINTENANCE OPERATIONS:
 - 1:1 Frequent use of mower, tractor, dump truck, weed cutter, utility truck, etc.
 - 1:2 Performs preventive maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment check, vehicle walk around and appropriate pre-operation maintenance.
 - 1:3 Installs, maintains and repairs playground equipment, picnic tables, plumbing fixtures, lights, etc.
 - 1:4 Maintains and repairs pavilions, boat docks and launches, baseball fields, etc.
 - 1:5 Insures safe practices are incorporated in all activities performed.
 - 1:6 Judges heights and distances while operating or driving vehicle.
 - 1:7 Operates and maintains irrigation systems and components.
 - 1:8 Manages inventory of parts/supplies and orders parts through foreman and office personnel.
 - 1:9 Operates and maintains specialized equipment used in maintaining DOT and city rights of way.
 - 1:10 Repairs building and structure components including air conditioning, lighting fixtures, etc.
 - 1:11 Evaluates infrastructure needs and recommends action plan.
 - 1:12 Removes solid waste and litter from parks, medians and rights of way.
 - 1:13 Applies chemicals to control weeds and pests.
 - 1:14 Retrieves/transportes dogs, places dogs in kennel, feeds/ waters dogs, transfers dogs to local animal care facilities as directed.
2. OPERATES AND MAINTAINS HAND AND POWER TOOLS IN A SAFE AND EFFECTIVE MANNER:
 - 2:1 Performs hand/power tool operations for various tools such as: shovels, rakes, chain saws, pitch forks, line trimmers, etc.
 - 2:2 Performs preventive maintenance on tools prior to performing assigned duties to include, but not limited to safety equipment check and appropriate pre-operation maintenance.
 - 2:3 Insures safe practices are incorporated in all activities performed.
3. INTERNAL AND EXTERNAL COMMUNICATION:
 - 3:1 Schedules and adjusts routine tasks to insure efficient operations.
 - 3:2 Responds to citizen and internal inquiries and complaints in a timely and courteous manner by addressing customer concerns and referring to appropriate personnel.
 - 3:3 Remains diplomatic and is effective in dealing with customers in a variety of situations.

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4. PERFORMS VARIOUS CLERICAL DUTIES:
 - 4:1 Prepares field notes and activity reports.
 - 4:2 Completes daily time sheets.
 - 4:3 Maintains irrigation, storm water and right of way maintenance logs.
5. PERFORMS ALL OTHER DUTIES AS ASSIGNED

QUALIFICATIONS (minimum and preferred)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of operation, maintenance, capabilities, limitations and safety aspects of parks, grounds and facilities maintenance practices and procedures.
- Ability to understand and comply with oral and written instructions/communications.
- Ability to read street and traffic signs and comprehend geographical locations.

EDUCATION

High school diploma or GED equivalency required.
Vocational/specialized training in heavy equipment preferred.

EXPERIENCE

At least one year experience in parks/grounds maintenance is required.
At least six months experience in heavy equipment operation is preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

LICENSURE

Valid Florida Driver's License, class "B" CDL with air brake endorsement required.
Valid Florida Driver's License class "A" CDL desirable.
Intermediate Maintenance of Traffic certification (through FDOT) is preferred.

PERSONAL PROTECTIVE EQUIPMENT

Safety "steel toed" shoes, ears/eyes/noise protection, gloves, vest, hard hat. Additional specialized equipment also provided as needed.

EQUIPMENT, MACHINES AND TOOLS USED

Motor vehicle operations, basic and specialized machinery operations, light and heavy equipment operations, hand and power tools.

ADMINISTRATIVE SKILLS

General Office Skills: Maintain various logs and reports.
 Complete and deliver written communication to customers.

Communication Skills: Effectively communicate both orally and in writing with supervisors and co-workers.
 Effectively communicate with public.

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WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.
Works in precarious or remote locations.
Contact with persons under a wide variety of circumstances.
Subject to many interruptions.
Subject to irregular hours.
Subject to hazards of high voltage equipment.
Requires judgment/action which could result in injury or death of a person.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical power equipment.
Exposed to housekeeping/cleaning agents/chemicals/medical waste.
May be exposed to the risk of blood borne diseases.
Exposed to hot or noisy equipment.
Exposed to hot and humid work environment.
Exposed to heat, wetness, cold and odors.
Temperature changes: variations in temperature from hot to cold.
Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.
May be exposed to extremes of heat and cold in all weather conditions.
The work conditions/environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		X		
Stand			X	
Walk			X	
Bend			X	
Squat			X	
Crawl			X	
Reach above shoulder level			X	
Crouch			X	
Balance			X	

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JOB REQUIRES COORDINATION FOR REPETATIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			X	
Left			X	
In firm grasping: Right			X	
Left			X	
In fine manipulating: Right			X	
Left			X	
In operating foot controls: Right			X	
Left			X	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
45 to 100 pounds		X		
Up to 45 pounds			X	

LOCATION:

A majority of the work duties are performed mainly throughout the city while in and around various vehicles and equipment. Work is performed in and around roadways with high exposure to vehicular traffic.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name