

**City of Dalworthington Gardens  
Job Description**

**Job Title:** Part-Time Park Maintenance Worker  
**FLSA:** Non-Exempt  
**Salary:** DOQ  
**Department:** Public Works  
**Reports To:** Public Works Superintendent  
**Work Location:** City Hall, 2600 Roosevelt Drive

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

**General Summary:**

Under the supervision of the Public Works Superintendent, performs unskilled and semi-skilled tasks for the maintenance, construction, and repair of city parks.

**Status/Schedule:**

Part-time, non-exempt, at will. Normally scheduled Monday through Friday, 8:00 a.m-12:00p.m. Schedule subject to modification by City as needed in both number of hours and time of day.

**Job Duties and Responsibilities:**

**A. Job Duties and Responsibilities:**

Performs the following in the city park:

1. Mows and weed eats grass
2. Trims and cuts trees
3. Cleans facilities and structures
4. Performs routine repairs on equipment
5. Picks up litter
6. May apply pesticides.
7. Performs all job duties according to all approved safety rules and procedures.
8. Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
9. Cooperates with co-workers professionally to accomplish work efficiently and effectively.
10. Has regular, predictable attendance; attendance is a factor in continued employment with the City
11. Participates in city events, as needed, to include any cleanup events.
12. Promptly reports all accidents, injuries, theft, loss, and broken/damaged equipment/property to their immediate supervisor. Reports or corrects all unsafe practices or conditions they observe to their immediate supervisor.
13. Serves in extension of current duties as required for emergency management, particularly in the areas of shelter, debris removal, and recovery.

14. Assists other departments and employees as directed by supervisor.

**A. Education and Experience:**

Requires High School Diploma or GED, and one (1) year of related work experience.

**B. Conditions of Employment:**

Must have a valid Class "C" Driver's License.

**C. Required Knowledge of:**

1. City policies and procedures.
2. Tools and equipment used in parks maintenance.
3. Basic maintenance standards.
4. Occupational hazards and safety precautions.
5. Customer service standards and protocols.

**D. Required Skill in:**

1. Operating and maintaining tools, equipment and vehicles according to standard procedures.
2. Performing heavy manual labor including lifting and carrying heavy objects.
3. Closely following verbal and written instructions and procedures.
4. Following and maintaining safety standards.
5. Establishing and maintaining cooperative working relationships with co-workers.

**E. Physical Demands / Work Environment:**

1. Physical requirements include occasional lifting/carrying of twenty to fifty pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment; occasionally required to stand, walk, reach with hands and arms, kneel, stoop or crouch.
2. The employee must be able to climb into and onto and operate light and heavy equipment, such as tractors, trucks, rollers and dozers, as needed. The employee must bend and climb while making street repairs, as needed.
3. Work is performed in an office and at construction site environments, including park sites.
4. May be subject to exposure to extreme weather conditions.

*This 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. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*