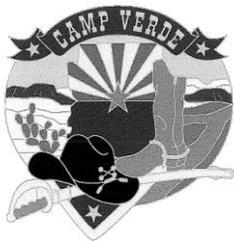


Job Description



MAINTENANCE WORKER

Department:	Parks & Recreation	Revised Date:	August 2008
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GENERAL PURPOSE: Under general supervision, performs semiskilled general labor work in cleaning and maintenance of Town parks, park facilities, buildings, grounds, and other areas, in accordance with all safety regulations and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of semi-skilled maintenance tasks, including grounds keeping, plumbing, mechanical, swimming pool and irrigation systems, locks, and basic electrical and wiring work; inspects park grounds and structures for damage, hazards and vandalism; performs basic parks and grounds maintenance duties and makes repairs as needed to maintain the appearance of Town property; follows all safety rules and regulations to minimize risk of accidents; works on assigned projects, and makes appropriate decisions based on work experience; duties will vary according to job assignment and individual skills.
- Maintains parks, grounds, lawns, playgrounds, sports fields and landscaped areas at Town buildings; cleans up trash and debris; prunes and trims trees and shrubs; inspects landscaped areas; loads and hauls materials; operates specialized equipment in accordance with all safety regulations and procedures; performs repairs, preventive maintenance and component replacement on plumbing, electrical, security, and mechanical systems; repairs building interior and external components as directed.
- Assists in the maintenance and repair of irrigation systems, sprinklers, lawns, sports fields, pools, landscaping and other park facilities; sweeps and cleans Town facilities and adjacent areas; performs routine maintenance on playground and swimming pool equipment; performs minor repairs to grounds maintenance equipment; performs routine park facility and building maintenance duties, and makes minor facilities repairs.
- Operates a variety of trucks and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair; recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries; responds as directed to assist with emergency operations and maintenance work; performs setup and teardown and other tasks for special events as directed.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND one year of general maintenance experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license; Commercial Driver's license may be required.
- Some incumbents may be required to obtain specific technical certifications.

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Department.
- Tools and equipment used in building and grounds maintenance.
- Federal and state safety rules and regulations.
- Occupational hazards and safety precautions.

Required Skill in:

- Working independently to complete daily activities according to work schedule.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Troubleshooting repairs on pool equipment and irrigation systems.
- Safe use of chemicals and cleaning compounds.
- Following and maintaining safety standards.
- Interpreting and applying verbal and written instructions and procedures.

Physical Demands / Work Environment:

- Work is performed indoors and outdoors; requires constant physical efforts in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy pounds.