

HORIZON CITY

Incorporated 1988

**** JOB POSTING ****

Job Title: Parks Maintenance Worker
Job No.: 22-11-508-16
Department: Parks
Classification: Non-Exempt
Job Type: Full-time
Salary: \$33,883.20 annually/\$16.29 hourly
Posting Dates: Until Filled

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

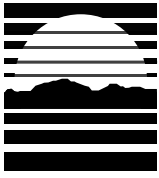
Under general supervision, inspect subdivision projects, perform semi-skilled general labor in the maintenance of City streets, City owned facilities, parks and assist in performing storm water inspections to include drainage systems and infrastructure for the Public Works Department; operates hand and power tools and equipment in accordance with all safety regulations and procedures.

SUPERVISION

Direct supervision is provided by the Public Works Director and general management by the Planning Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain city properties to include parks, open spaces, and other public improvements. Involves: Inspect parks for hazards and take corrective action or report to supervisor, pick-up trash and litter and assist in graffiti removal.
2. Assemble and install park equipment. Plant, prune or remove trees. Aerate, fertilize, mow, trim, edge and over-seed grounds and turf areas. Apply pesticides and herbicides as directed. Repair and install sprinkler heads and perform minor repairs or assist with major irrigation system repairs.
3. Maintain street and drainage infrastructure. Involves: sign removal/installation, disposing of roadway hazards and debris, patching of potholes, general clean-up of areas maintained by the City, etc.
4. Operate, maintain, utilize, and work with general, common and specialized tools, equipment, materials and supplies associated with ground keeping.
5. Install, remove, construct, repair, paint, refurbish and perform other tasks associated with the upkeep of assigned structures such as city buildings, parks, fences, rock walls and sidewalks. Operate heavy equipment, if assigned.
6. Perform a variety of related duties as assigned. Involves: Check city vehicle fluid levels, clean, grease and fuel equipment. Perform heavy manual labor as required by work assignment.
7. Assist with preparation for special events such as Christmas parade and special city sponsored events.
8. Other Duties as assigned by Public Works Director, Planning Director, or Mayor.
9. Performs any other duties as assigned and as may be necessary to complete regular work.



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MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

High School Diploma or GED and at least two (2) years of maintenance work experience; previous employment with a public and private entities preferred and/or equivalent combination of education, training and experience in related field may substitute for experience.

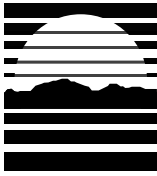
Bilingual preferred (English and Spanish).

LICENSES AND CERTIFICATES

A valid Texas Class "C" Driver's License or equivalent from another state.

KNOWLEDGE, SKILLS, AND ABILITIES

- Application of good knowledge of ground keeping operations, the use of proper tools and equipment.
- Application of some knowledge of relevant federal, state, and local laws, regulations, policies, and procedures related to environmental protection and occupational safety.
- Perform inspections of construction projects for compliance with local and state regulations.
- Application of some knowledge of basic building and park maintenance procedures systems and procedures.
- Ability to deal with system of real numbers, practical application of fractions, percentages, ratios/proportions, and measurement.
- Ability to follow routine procedures for basic construction, maintenance techniques, instructions, labels, and safety instructions.
- Read and interpret complex documents, regulations, professional standards, survey data, drawings, and specifications.
- Investigate and respond to complaints regarding illegal construction, safety, or hazardous conditions. Issue stop orders, corrective action or citation depending on the situation.
- Receives Administrative Direction from the Public Works Director: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
- Establish and maintain effective working relationships with the public, contractors, supervisors, coworkers, and other departments.
- Application of good knowledge of City and departmental policies and procedures related to area of responsibility, including personnel management and safety including occupational hazards and safety precautions.
- Ability to communicate effectively both orally and in writing.
- Application of good knowledge of system operations, proper maintenance and repair requirements related to area of responsibility, procedures, techniques, inventory control and record keeping.
- Application of ability to establish and maintain effective working relationships with the public, contractors, supervisors, coworkers, and other departments.
- Availability to work flexible hours and to adjust hours to job requirements.



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- Ability to deal tactfully and professionally with confidential or controversial situations with the public and employees.
- Ability to cooperate with fellow employees as a team member.

Other Job Characteristics:

- Safely operate City vehicles equipment and tools and work in potentially hazardous areas, around moving equipment and in a variety of work areas. 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.
- Perform heavy manual labor in extreme weather conditions, potential exposure to physical harm, insects, dangerous chemicals, and machines. Maintain balance, climb steep and rocky inclines, lift and/or carry heavy, bulky items, materials or supplies weighing up to 100 pounds.
- Exposure to variable weather conditions, uneven terrain, general construction hazards, heavy equipment, and noise from equipment operation, electrical currents, hazardous materials/chemicals, air and/or water borne pathogens during construction and building inspections is involved.
- Regular driving through City traffic.

To apply please submit a Resume along with the [Horizon City Application for Employment](#) found in the following website and email to: jobs@horizoncity.org; or visit website at <http://www.horizoncity.org/human-resources/> for additional information.