



Job Description – Parks Maintenance Worker

Job Title:	Parks Maintenance Worker	Department:	Parks
Group:	5	FSLA Status	Non-Exempt
Salary Range:	Not to exceed midrange	Position Type:	Full-Time
Reports To:	Parks Director	Directs:	N/A

Applications Accepted By:

<p>E-MAIL: hrdirector@palsetine-tx.org</p> <p>Subject Line: Attention: Human Resources/ Job Title</p>	<p>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P) Lisa Cariker City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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Job Description

OBJECTIVE

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION

Under close supervision, performs a variety of grounds maintenance and repair work for the City of Palestine’s Parks, Lakes, Cemeteries, Facilities, and City special events.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- ◆ Knowledge of applicable local, state, and Federal statutes, rules, regulations, ordinances, codes, City of Palestine policies and procedures, and other governing documents.
- ◆ Knowledge of the principles of proper landscaping maintenance
- ◆ Knowledge of the use and operation of a variety of maintenance, repair and related tools and equipment.
- ◆ Knowledge in how to properly identify and fix defective/broken playground equipment.
- ◆ Skills in operating a variety of landscaping, mowing and related tools and equipment.
- ◆ Skill in communicating effectively
- ◆ Skill in establishing and maintaining effective working relations with employees, other departments, contractors, vendors, the general public and others having business with the City of Palestine.
- ◆ Maintain a positive attitude

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED is preferred AND one year of relevant grounds maintenance, landscaping, and construction or closely related responsibilities.

CERTIFICATIONS AND LICENSES REQUIRED

Must possess and maintain a Valid Texas motor vehicle driver’s license.



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PHYSICAL REQUIREMENTS

- Work is performed in an outdoor environment.
- Exposure to variable weather conditions, extreme heat and cold, hazardous chemicals and dangerous machinery is involved.
- May be required to lift and/or carry heavy, bulky supplies, materials and other items weighing up to 50 pounds.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record .

REGULAR ATTENDANCE IS REQUIRED.

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine’s citizens.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).

Reviewed By:	Patsy Smith	Date:	01/28/2020
Approved By:	Lisa Cariker	Date:	01/28/2020
Last Updated By:	Patsy Smith	Date/Time:	01/28/2020
Received By:		Date:	