

City of Lander

Job Description



Title: Maintenance Worker I – Seasonal	Pay Scale: \$11.00 - \$17.00
Department: Parks & Recreation, Cemetery, Streets	Effective Date: 4/2019
Division: Parks	Last Revised: 3/2022

GENERAL PURPOSE

Performs a variety of entry level semi-skilled duties related to the general upkeep, construction, installation, maintenance and repair related to city buildings, ice rink, recreation facilities, parks, grounds, cemetery, city streets, water/sewer lines and water meters, weed & pest spraying.

SUPERVISION RECEIVED

Works under the general Supervisor or Foreman of assigned department

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Performs regular and janitorial maintenance of municipal parks and related facilities including grounds, equipment and property owned and/or operated by the city; cleans bathrooms, collects and disposes of trash, leaves and other debris; may be required to act as lead worker for seasonal crews.

Assists in the installation of sprinkler systems; selects line sizes, sprinkler spacing, type and control equipment; install, test, and maintain systems utilizing low voltage, hydraulic, or other operating features.

Performs routine building maintenance; assists to construct and maintain small buildings and storage facilities; assures proper operation of lighting fixtures, doors, windows and plumbing; performs concrete and masonry work; assures proper installation and maintenance of playground equipment.

Performs general grounds maintenance duties and general landscape and gardening duties; prepares ball diamonds, operates various small equipment to turn and prepare soil; chucks field borders; assures lawns are trim and attractive; plants and transplants trees, shrubs, bushes, grass, flowers etc. as directed to develop attractive parks and grounds; performs various fertilization techniques using dry and liquid chemicals.

Performs seasonal duties such as winterizing sprinkler systems to avoid freezing, flushes watering systems in spring, and repairs other equipment and facilities; may operate snow plow for snow removal, water line winterization; curb and street painting.

Performs general cleanup, maintenance, and repair of rest rooms, pavilions, playgrounds, picnic tables, benches, bleachers, ball fields and other facilities.

Performs various seasonal duties such as snow removal; water line winterization, etc.

Performs general duties associated with cemetery operations; assists in opening and closing graves; sets up and dismantles lowering devices for burial services, installs vaults, fills and tamps grave sites; performs re-sodding; may install or move monuments as requested.

Operates commercial grade lawn mowing equipment; mows and trims grass, bushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees.

Operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, backhoe, loaders, trenchers, aeration tractor, mini-excavator, compaction equipment, small dump trucks, pull trailers and various hand tools.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Sufficient education and experience to demonstrate an aptitude or ability to perform above and related duties;

AND

- B. 18 years of age

2. Knowledge, Skills, and Abilities:

Some knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power over-seeders, aerators, thatcher, trimmers, etc.; landscape and sprinkler system installation; of hazards and related safety precautions associated with equipment operations; interpersonal communication skills.

Semi-Skilled in the operation of various types of light equipment such as gang mower.

Ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

Must be an insurable driver and possess a valid Wyoming Driver's License with appropriate endorsements.

May be required to obtain a CDL license.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following is considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license, or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screening, driving record and pre-employment, an annual FMCSA Clearinghouse Query for CDL holders, and a pre-employment drug test. Employees that perform safety-sensitive tasks are subject to pre-employment and/or continued random drug testing.

If you have questions regarding the background screen, pre-employment, or random drug test, please contact the Human Resource Director at (307) 332-2870 X-7 before accepting the job offer.

GUIDELINES

Employees are required to follow the City's established guidelines of the City including, but not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

The City of Lander is an at-will employer.

I have read this job description and understand my job duties and responsibilities. I can perform the essential functions as outlined with or without accommodations. I understand that my job description may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature

Date