



PARKS MAINTENANCE WORKER

JOB SCOPE:

Under the general supervision of the Parks & Recreation Director, this role involves performing skilled manual labor tasks or assisting skilled workers. Employees in this classification report to a designated supervisor and work under either direct or limited supervision. This position is differentiated from higher classifications by the absence of supervisory responsibilities and from lower classifications by its focus on skilled parks maintenance and construction.

MAJOR DUTIES:

- Perform routine tasks such as pruning or trimming vegetation, pulling weeds, mowing, applying herbicides and fertilizers, raking or blowing leaves, edging curbs, loading trimmings, picking up trash, and sweeping or blowing debris from parking lots and sidewalks.
- Install city trees, shrubs, and bedding plants, including site preparation, digging holes, setting and watering plants, and constructing necessary supports.
- Operate motorized equipment such as mowers, tractors, front-end loaders, backhoes, dump trucks, and trailers to transport materials and maintain parks, grounds, athletic fields, swimming pools, and other facilities.
- Wash, service, and operate equipment as needed.
- Inspect and perform scheduled maintenance tasks, including checking and adjusting components, lubrication, fluid and filter changes, component replacement, and light repairs.
- Maintain fields by chalking, dragging, and watering infields and warning tracks; repairing pitcher's mounds, home plates, and bullpens; laying out fields; painting lines and bases; and removing trash and practice equipment.
- Assist with the maintenance, assembly, and repair of recreation equipment.
- Perform basic tasks in electrical, carpentry, plumbing, painting, concrete work, and other trades.
- Use and maintain power tools such as drills, nailing guns, and circular saws.
- Assist with city special events by maintaining, assembling, and repairing displays and exhibits; setting up barricades and traffic control devices; providing flagging services; moving heavy equipment, tables, and chairs; and cleaning up post-event.
- Move and store office equipment, clean, and maintain buildings and facilities.
- Secure park facilities after hours, respond to emergencies and disasters, and enforce compliance with rules and regulation.
- Collaborate on complex problem-solving, provide technical expertise, and deliver progress and activity reports to senior management.
- Assist in revising procedure manuals as necessary.
- Maintain consistent and reliable attendance to fulfill job duties.
- Perform related tasks as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Familiarity with the types and uses of common hand and power tools, materials, and standard equipment used in groundskeeping, facility maintenance, construction, and repairs.
- Understanding of maintenance and construction methods related to parks, athletic fields, and recreational equipment.
- Knowledge of safety precautions when working with tools, mechanized equipment, and in public spaces.

- Ability to perform manual tasks requiring physical strength and endurance under varying weather conditions, including working with herbicides and in extreme heat.
- Capability to adhere to grooming and dress codes (uniforms provided).
- Effectiveness in working with coworkers and the public, including handling difficult or abusive individuals with tact and patience.
- Speak clearly and persuasively.
- Listen actively and respond to questions or concerns.
- Write concisely, edit work, and interpret written information.
- Proficient in identifying and resolving problems efficiently.
- Skilled in gathering and analyzing information, developing solutions, and using sound reasoning in decision-making.
- Ability to prioritize and plan work activities effectively.
- Efficient use of time and resources to develop realistic action plans.
- Capability to manage schedules, organize tasks, and plan for additional resources as needed.
- Demonstrates accuracy, thoroughness, and attention to detail in work.
- Monitors performance, applies feedback for improvement, and ensures high-quality outcomes.
- Maintains punctuality, follows instructions, and actively seeks feedback to enhance performance.
- Approaches unexpected challenges confidently and effectively.
- Exhibits proactive problem-solving and adapts to changing conditions with ease.
- Responds promptly to service needs, meets commitments, and seeks consultation to improve service.
- Maintains courteous and professional interactions with coworkers, citizens, and vendors.
- Participates actively in meetings and contributes to team objectives.

Supervisory Controls: Work is performed under the supervision of the Parks and Recreation Director. Tasks and projects are assigned with general instructions, and work is reviewed periodically for accuracy, compliance with policies, and adherence to established standards.

Guidelines: Guidelines include departmental policies, safety protocols, maintenance standards, equipment operation manuals, and city regulations. The employee must exercise judgment in selecting the appropriate guidelines and adapting them to specific situations.

Complexity: The work involves a variety of duties, including routine tasks and specialized projects. Complexity arises from coordinating multiple tasks, resolving problems, adapting to weather conditions, and ensuring public safety while maintaining parks, facilities, and recreational areas.

Scope and Effect: The work directly impacts the appearance, safety, and functionality of parks, recreation facilities, and public spaces. Effective performance ensures a positive experience for the community, supports public events, and contributes to the overall quality of life for residents and visitors.

Personal Contacts: Contacts are typically with coworkers, supervisors, vendors, contractors, and the general public.

Purpose of Contacts: To exchange information, coordinate activities, provide customer service, and ensure compliance with safety and operational standards. Interactions may involve addressing complaints or resolving conflicts with professionalism and tact.

Physical Demands: The work requires frequent physical exertion, including standing, walking, bending, lifting, and carrying heavy objects (up to 50 pounds). Tasks may involve working in confined spaces,

climbing ladders, and using power tools. The position requires stamina to perform manual labor in varying weather conditions, including extreme heat, cold, and rain.

Work Environment: Work is performed primarily outdoors and may involve exposure to loud noise, dust, fumes, chemicals, and hazardous materials. Safety equipment such as gloves, goggles, and protective clothing is provided and must be used as required. The employee may occasionally work after hours or on weekends to support events or respond to emergencies.

Supervisory and Management Responsibility: This position has no supervisory or management responsibilities.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

MINIMUM QUALIFICATIONS:

Education and Experience: High school diploma or equivalent. At least one year of experience in labor-intensive work, professional landscaping, or park maintenance. Experience must include the use of hand and power tools, operation of motorized equipment such as trucks, trailers, mowers, and tractors, as well as equipment maintenance, repair, and construction tasks. Equivalent combinations of education, training, and experience that provide the required knowledge, skills, and abilities will also be considered.

Certificates, Licenses, and Registrations: Must possess and maintain a valid Georgia driver's license.

The starting pay will be commensurate with the chosen candidate's qualifications and experience. The targeted starting salary is between \$38,500 - \$46,000. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave.

Interested candidates should submit a resume, cover letter, and professional references, via this online portal: <https://www.cognitoforms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.