

Park Maintenance Laborer

Job Summary

This job is located at the Choctaw Creek Park maintenance building, and is under the direct supervision by the Parks and Recreation Supervisor. Employee performs semi-skilled work involved in the development, maintenance and repair of park and recreation facilities in the City of Choctaw

Duties and Responsibilities

1. Operates tractor with attached mowing equipment, riding lawn mower and other equipment necessary for ground and facilities maintenance.
2. Monitors inventory and inspections of facilities owned and operated by the City including, but not limited to, playgrounds, equipment, buildings, pavilions, athletic sites, ballfields etc.
3. Completes work orders listing labor, materials and equipment used on each job assignment and submits to Parks and Recreation Director or designee.
4. Performs manual maintenance duties required for upkeep of grounds and facilities, including, but not limited to, mowing, trimming, watering, painting, planting, cleaning, assembly of equipment and functions as helper on various skilled tasks.
5. Complies with established safety practices and procedures.
6. Performs daily safety inspections on playgrounds and equipment.
7. Reports vandalism and equipment break-downs to Parks and Recreation Director or designee.
8. Performs assembly and installation of park and recreation equipment and outdoor structures.
9. Determines supplies and equipment needed for daily work schedule.
10. Responsible in the planting and the care of City grounds, including trees, shrubs, plants, flowers and ground covers including trimming, watering, removal and moving.
11. Responsible for application of pesticides, herbicides, insecticides, fertilizers, and other chemicals as needed.
12. Responsible for the cleanliness of park and recreation grounds.
13. Drives and operates pick up, flat bed, tractor vehicles to designated locations.
14. Responsible for operating equipment safely and accurately in order to avoid buried utility lines, overhead electrical wires and other obstructions.
15. Digs holes for the installation of markers and fence posts.
16. Using paint brush to paint steel posts and equipment.
17. Determines need for maintenance and repair on Park Department vehicles and equipment.
18. Performs minor maintenance and repair on Park Department vehicles and equipment.
19. In weather preventing vehicles, equipment and workers from working, removes accumulated mud from equipment and cleans maintenance building.
20. Cleans equipment and tools using brush, rag, groom, solvent, soap, wax, etc.
21. Performs basic carpentry repairs on City-owned property.
22. Builds sheds and storage buildings as required.
23. Builds fences on city land to protect city properties.
24. Assists numerous departments of the City as needed.
25. Performs other duties as required.

Job Requirements

1. Ability to drive and operate Park Department vehicles and equipment.
2. Ability to use small hand tools and equipment.
3. Willingness to follow instructions.
4. Willingness to observe safety regulations.
5. Ability to determine need for and perform minor maintenance and repair on Park Department vehicles and equipment.
6. Willingness to assist other departments of the City as needed.
7. Willingness to be on emergency call and work outside in all kinds of weather.
8. Valid Oklahoma Driver's license.
9. Ability to get along with others.
10. Ability to work independently in the performance of the regular work duties.
11. Ability to maintain routine records.
12. Ability to acquire skills in performance of the required work duties.
13. Ability to make accurate judgement decisions while operating machinery in difficult situations.
14. Ability to follow oral and written directions.

Other Significant Facts

Difficulty of Work

Work is semi-skilled in nature, with worker operating a wide variety of complex and expensive pieces of equipment. Work requires quick and accurate decision making while in the field.

Working Conditions

The employee routinely works in the field and is subject to all kinds of weather. The outdoor nature of the work frequently exposes the worker to poison ivy, insect bites, blowing dust and similar discomforts. Worker is subject to significant job hazards in connection with continual use of different pieces of equipment, contact with underground and aerial utilities and prolonged noise from machinery.

Interpersonal Relations

Worker comes in contact with employees in other city departments on joint projects and with the public due to the nature of the facilities. Basic social skills are needed.

Physical Effort

Continuous physical effort and high level of physical coordination are needed.

Supervision

Employee may provide on-the-job directions to employees on specific job assignments in order to coordinate work, but does not formally supervise others. Generally performs assigned work under the supervision and direction by the Parks and Recreation Supervisor.

Education and Experience

Must possess a valid Oklahoma driver's license and be insurable. High School graduate and previous experience with construction equipment and some experience in carpentry required.