

## **Job Description City of Hannibal**

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then a change in the job description can be initiated at any time by either the incumbent or the supervisor. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in the Account, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

**Position Title:** Parks Maintenance Worker I

**Pay Grade & Range:** Starting Pay \$17

**Department:** Parks & Recreation Department

**Exempt/Non-Exempt Status:** Non-exempt (eligible for overtime pay)

**Job description most recently created, updated, or checked when:** 3/18/24

**Updated or checked by (who):** Andy Dorian

**Primary purpose of position:**

Work as a team to maintain, repair, and improve over 950 square acres of City park facilities for citizen enjoyment, tourism attractions, sports, and recreation. Recreational activities include picnics hiking, fishing kiting, biking, tennis, jogging, racquetball, swimming, archery, horseshoes, dancing, hockey, baseball, softball, basketball, sledding, and boating.

Reporting relationship:

Assistant Director of Parks & Recreation  
Supervisor's Title

Lead Parks Maintenance Work  
Supervisor's Title

Parks Maintenance Worker  
Position Title

**Main responsibilities:**

Work as a team to maintain and repair park buildings or structures in 30 + parks and or recreational facilities. This may include painting, plumbing carpentry, masonry, roofing construction, or electrical work. Lock, unlock, clean, and maintain restrooms in parks. Repair and restore park amenities when vandalism occurs.

Maintain landscaping around the City floodwall at the riverfront and remove trash. Maybe asked to participate in post-flood clean up of acreage in flood plain area.

Weld to repair or maintain frameworks and poles on dock at boat harbor. Identify and remove trip hazards at boat harbor. Reseal and patch surface of boat ramp.

Clean, fill, pump, paint, repair plumbing, do patchwork, or replenish supplies of swimming pool.

Drain, fill, pump, treat, clean, repair, paint, and maintain City fountains.

Clean, maintain and repair park roads or walkways. Remove trash or rocks from parks. Repair or paint park tables, benches, grills, and guardrails. Retrieve items thrown down cliffs in park. Repair and clean statues as needed. Maintain and repair fences in parks. Maintain or restore nature trail for hiking. Remove snow from park roads and park parking lots.

Remove snow from city streets, parking lots, airport runway, tie-down areas, and sidewalks.

Park landscaping tasks such as prepare ground, plant grass, plant trees, mow lawns, reduce weeds, prune and shape trees or shrubs, remove dead trees, prepare and install horticultural beds such as flowers, and mulch leaves. May also be asked to handle landscaping problems at city cemetery.

Prepare or restore athletic fields.

Maintain equipment such as mower, weedeater, tractor, portable welder, and chain saw. Perform vehicle care such as oil changes and basic repair work. Winterize mowing equipment. Make or replace signs for parks. Install, check, repair, or remove playground equipment. Install, maintain, and remove City park winter holiday decorations.

May be asked to assist Street Department with any and all duties they perform including snow plowing, asphaltting etc..

This job description does not list all possible duties. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

**Comfort or hazards of the normal work environment:**

Most work is outdoors which may involve scenic settings or adverse conditions such as strong wind, rain, snow, cold, or heat temperature extremes

Usual duty hours are 8 hour shifts on weekdays from 7:00 t o 3:30 PM

**Job qualifications:**

Education

High school or GED completion is required  
Training in building trades, mechanics, small engine repair, carpentry, electrical, and plumbing preferred  
Safe driving training is preferred

Experience

No previous experience is required.  
Previous landscaping or recreational experience is preferred.

Knowledge, Skills, and Abilities

Friendliness and interpersonal skills for community relations with citizens and tourists.  
Versatility, flexibility to accept changing accept changing assignments.  
Teamwork Initiative and high level of energy  
Integrity Ability to work with minimal supervision  
Articulate clear speaking skills Listening skills  
Knowledge of equipment, department vehicles, and department policies  
Knowledge of sports and recreation  
Knowledge of horticulture and forestry  
Skill in use of equipment Dependability while working independently

Equipment typically used in this job:

Truck, small dump truck, commercial mower, hand mower, front end loader, tractors, chain saws, backhoe, flat bed trailers, painting supplies, tractor, shovel, rake, power tools, ladders, postholes digger, pulverizer, gator communication radios, snow plow and blades, auger, ajd hand tools such as wrenches.

Physical requirements:

Lift and carry 50 pounds

Vision acuity  
Ability to hear conversational speech  
Agility over hills or rocky terrain  
Stand for long periods  
Strength for pushing and pulling equipment  
Speak clearly  
Tolerance for temperatures and humidity

Certifications, training, or licenses required:

Valid driver's license preferred

**Training and development recommended:**

Equipment operations and safety training related to equipment  
Ground maintenance for sports fields  
Conservation  
Landscaping for beautification  
Tree cutting, dropping, removal, and trimming  
Seminars from Missouri parks and recreation conventions