



DOWNTOWN MAINTENANCE

Seasonal Position

Hours: 7:00 – 3:30 Lunch unpaid 12:00 – 12:30 Sat.-Sun. / evenings Up to 40 hours per week

Starting wages - \$12.00

Supervisor – Park Superintendent, Park Assistant

Principle duties and responsibilities:

An employee in this position may be called upon to do any or all of these essential functions.

- ❖ Assist with seasonal maintenance activities including mowing, trimming, planting, and weeding flowerbeds, mulching, planting and pruning trees, tree/limb removal, picking up trash and watering hanging flower baskets.
- ❖ Downtown hanging baskets are in place from May until September and need daily watering every morning.
- ❖ Participates in the routine maintenance of park facilities, restrooms and equipment. Washes, scrapes, paints and completes related tasks associated with park equipment and facilities as needed.
- ❖ Assists in the routine maintenance of lawn and power equipment. Records preventative maintenance activities according to established procedures.
- ❖ Operates light vehicles, trucks, maintenance equipment such as tractors, mowers, skid steer, trimmers, box scrapers, tillers, chain saws, blowers, spreaders, wheelbarrows, hand tools and pruning tools. Snow removal equipment such as shovel, snow blower, etc.
- ❖ Adheres to all applicable safety procedures while operating equipment and tools. Participates in all safety trainings.
- ❖ Assist in the set-up and tear down of special events as needed.
- ❖ Duties require a full range of physical motion and activities including manual digging, pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking and standing in all types of weather. Also required repetitive movements over extended periods.
- ❖ Be available for weekend chores including watering and picking up garbage.
- ❖ Performs other work as deemed necessary by the Park Superintendent.



Working environment and conditions:

Work environment characteristics described here are representative of those that must be met by an employee successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ While performing the duties of this job the employee is frequently required to set or stand for extended periods of time; walk on uneven terrain, carry, lift and move heavy objects or tools (chain saws, weed trimmers, etc.) climb hills and stairs; use hands and fingers to manipulate objects, tools or controls; reach with hands and arms, and talk and hear in a sometimes noisy environment, noise levels can be moderate to high.
- ❖ While performing the duties of this job the employee works near moving parts; works outside in extreme heat or cold weather conditions; lifts and/or moves up to 75 pounds; may be exposed to fumes, airborne particles, smoke and toxic or caustic chemicals.
- ❖ Specific vision abilities required by the job include depth perception and the ability to judge distance.

Required knowledge, skills, and minimum qualifications:

- ❖ Knowledge of basic horticulture care and pruning techniques.
- ❖ Knowledge of and ability to safely operate equipment necessary to maintain parks, cemeteries, and other facilities.
- ❖ Ability to understand and follow complex oral and written instructions, carry them out independently, complete assigned work in timely manner.
- ❖ Ability to assess situations, solve problems, and work effectively within deadlines and changing work priorities.
- ❖ Ability to establish working relationships, use good judgement and initiative when dealing with coworkers, supervisors, and the public.
- ❖ Must possess a valid Iowa Driver's License and a good driving record and maintain both while employed in this position. A valid CDL is a plus, but not required for this position.
- ❖ Post-offer physical, drug screen and/or background check may be required. Ongoing random drug and alcohol testing may be required.
- ❖ Dress appropriately for the position including; wearing full-length pants, steel toe boots, safety glasses, hearing protection and high viz vest.



DISCLAIMER

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

I, _____ (Print Name), am accepting the following position(s) with the City of Oelwein, Iowa Park and Cemetery Department.

I understand that I have a duty to notify the City of Oelwein of the completion date of my employment. Therefore, please be advised I will terminate my employment and no longer be available for scheduling purposes for the above referenced position(s) on _____ (Date).

Nothing in this job description restricts the City of Oelwein ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the City and any City employee. No employee should consider these guidelines as a contract. The City of Oelwein does not guarantee any specific term or length of employment. All employees of the City are "at will employees".

I have read the job description for the City of Oelwein, Park and Cemetery Laborer position.

_____ Employee/Applicant

Date

_____ Supervisor

Date