

CITY OF KALISPELL
AN EQUAL OPPORTUNITY EMPLOYER
JOB DESCRIPTION

PLEASE NOTE: THIS IS A SHORT TERM POSITION ONLY

Class/Job Title: Short term Parks Laborer – Park Attendant
Department: Parks Department
Union: Non-Union
Salary/Wage: Park Attendant (Laborer III) - \$10.90/hr
Park Attendant Extended (Laborer IV) - \$11.80/hr
FLSA Status: Non-Exempt
Date: February 2, 2018

Anticipated duration of employment:

Park Attendant (Laborer III), May– Aug (3 - 4 months)

Park Attendant Extended (Laborer IV), April - Oct (7 months)

A. GENERAL CLASS DESCRIPTION:

(1) **Park Attendant:** Duties include push mowing, weed eating, litter pickup, restrooms sanitation, shelter cleanup, tree mulching, playground maintenance, maintaining picnic tables & park benches, daily inspection of city parks, and assisting with irrigation. Supervisors may require position to assist other positions or duties as assigned. Position is expected to last approximately 3-7 months.

B. ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

Note: It is expected that every employee should be on time, fully prepared, every day that the employee is scheduled to work. We expect every employee to strive for perfect attendance.

- a. Assists in the training and/or supervision of lower level employees or community service workers.
- b. Maintains park and open space areas such as baseball and soccer fields; cleans and maintains tennis courts and nets.
- c. Level athletic fields and park areas. Prepares areas for seeding.
- d. Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms. Sterilizes washes and cleans public restrooms.
- e. Sweeps, washes, paints, and repairs or replaces park tables, slabs, picnic shelters and pavilions.
- f. Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled work.
- g. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- h. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
- i. Opens and closes, locks and unlocks facilities as needed.
- j. Keeps records of work completed.
- k. Various other duties as assigned.

C. SUPERVISION RECEIVED:

Works under the general supervision of a Parks Supervisor/Full Time Parks Caretaker.

D. SUPERVISION EXERCISED:

May act as a lead worker, and supervise community service workers or temporary employees as required and assigned.

E. KNOWLEDGE, SKILLS & ABILITIES:

Necessary Knowledge, Skills and Abilities:

- a. Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions.
- b. Skill in the operation of listed tools and equipment.
- c. Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

F. DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- a. Must be 17 years of age or older.
- b. Knowledge of general maintenance tools.
- c. Ability to operate various hand maintenance tools, some of electrical nature, phone and automobile.

G. DESIRED QUALIFICATIONS:

- a. Knowledge of horticulture practices.
- b. Knowledge of irrigation principles.

H. TOOLS AND EQUIPMENT USED:

Pickup truck; lawn and landscaping equipment, including tractors, mowers, airifier, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, pruning, electrical, and cement finishing work; pumps, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

I. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to 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 regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds and work up to heights of 60' and over. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

J. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

K. SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Posted: February 12, 2018

Closes: Open until filled

Shift Schedule:

The regular schedule is 7:00 am to 3:30 pm. Some overtime & weekend work will be required.

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION CAN BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1ST AVENUE EAST, KALISPELL, MONTANA, PHONE: (406)758-7774 OR
- THE KALISPELL JOB SERVICE, 427 1ST AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL’S WEBSITE AT: WWW.KALISPELL.COM .

Approval: _____
Department Head/ Supervisor

Date: _____

Approval: _____
City Manager/Hiring Authority

Date: _____

Reviewed: _____
Human Resources Director