

PARKS MAINTENANCE ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A Parks Maintenance Assistant performs routine maintenance and assists skilled workers in one of the five City program areas: parks and basins, Riverview/Pro-Sports, athletic/sports fields, cemetery, or golf courses. This class performs related duties as required.

Athletic/Sports Fields Maintenance Assignment: Employees assigned to athletic/sports fields maintenance perform routine maintenance and general laboring work, and assist skilled workers in maintaining and repairing the City's athletic/sports fields. Depending on assignment, work may include: assisting with the maintenance and repair of athletic fields (i.e., baseball, softball, soccer, etc.); or assisting with the general maintenance and repair of assigned facilities, including conducting safety inspections and irrigation systems. Depending on seasonal needs, this assignment may assist in landscape maintenance at stadium and park common areas, assist in maintaining and repairing park grounds and facilities, or perform athletic field game preps.

Cemetery Maintenance Assignment: Employees assigned to the cemetery perform routine maintenance and general labor work, and assist skilled workers in maintaining and repairing cemetery grounds and facilities. Depending on assignment, work may include assisting with mowing, trimming, flower removal, cleaning around gravesite locations, assisting with special event setups, or assisting with maintenance and repair of the City's cemetery property/grounds/location.

Golf Course Maintenance Assignment: Employees assigned to golf courses perform routine maintenance and general labor work, and assist skilled workers in maintaining and repairing golf course grounds and facilities. Depending on assignment, work may include assisting with a variety of tasks involved in painting, plumbing, or assisting with the maintenance and repair of the City's municipal golf courses.

Parks and Basins Maintenance Assignment: Employees assigned to parks and basins maintenance perform routine maintenance and general laboring work, and assist skilled workers in maintaining and repairing park grounds and facilities, bike and pedestrian trails, or basins. Depending on assignment, work may include assisting Trades Workers with a variety of tasks involved in carpentry, masonry, painting, plumbing, and sewer repairs; assisting with the maintenance and repair of recreational equipment, irrigation systems, conducting safety inspections, or other recreation areas. Depending on seasonal needs, this class may assist in the maintenance and repair of athletic/sports fields (i.e., softball, multi-use fields, baseball, soccer, etc.); landscape maintenance at stadium and park common areas; or perform athletic field game preps.

Riverview/Pro-Sports Maintenance Assignment: Employees assigned to Riverview/Pro-Sports maintenance assignment perform routine maintenance and general laboring work; assist skilled workers in maintaining and repairing the City's athletic/sports fields (i.e., baseball, soccer); assist in performing landscape maintenance at stadium and park common areas; and assist with the general maintenance and repair of assigned facilities, including conducting safety inspections and irrigation systems. Depending on seasonal needs, this class may assist in the maintenance and repair of athletic/sports fields (i.e.,

softball, multi-use fields, etc.); perform athletic field game preps; or assist in maintaining and repairing park grounds and facilities.

Distinguishing Features: An employee in this class works on well-defined tasks which are assigned on a daily basis. Depending on the area of assignment, employees work in support of, or under the lead instruction and review of a skilled worker. Depending on assignment, supervision is received from a Parks and Community Facilities Maintenance Foreman, Parks Maintenance Leader, or Cemetery Crew Leader. Employees are required to use appropriate safety equipment and procedures in performing assignments. This class is subject to working evening, early morning, and weekend shifts. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Some (6 months - 1 year) experience in one or more of the building or turf maintenance related trades (depending on assignment).

Special Requirement. Must possess a valid Arizona Driver's License by hire date. (*Athletic/Sports Fields Maintenance, Parks and Basins Maintenance, and Riverview/Pro-Sports Maintenance Assignments.*)

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in two or more trades is highly desirable. Depending on assignment, experience in parks, bike trail maintenance and repair, baseball fields, athletic/sports field, cemetery maintenance, or golf course maintenance is desirable.

ESSENTIAL FUNCTIONS

Communication: Relays maintenance-related information. Completes safety inspection forms and reports. Documents completed work on work orders. Responds to requests and inquiries from athletes and the general public.

Manual/Physical: Operates a front-end loader to load sand, dirt, gravel, and granite and hauls same with a dump truck. Operates a pickup truck, requiring a standard Arizona Driver's License, forklift, and small tractor to transfer or load landscape materials. Operates power-driven machinery such as a jackhammer and concrete saw, etc., to complete a wide range of maintenance duties. Uses common hand tools associated with repair and maintenance duties. Performs preventive maintenance and cleaning tasks on equipment used to maintain proper working order. Paints equipment, restrooms, ramadas, bleachers, and fences. Removes old or worn fencing, and lays out and installs new fencing. Digs trenches. Installs electrical conduit and fixtures. Works in a variety of weather conditions while performing duties. Measures distances to set up special events or block off areas for use. Sets up or removes folding tables, chairs, barricades, traffic cones, or similar objects to set up for special events.

Measures and marks hazards, boundaries, foul lines, batter and coaches' boxes, game diamonds, basketball courts, volleyball courts, and lacrosse fields. Measures golf courses, soccer, and other athletic fields to accurately lay out fields for play. Sets up course or field for daily and tournament play. Installs and repairs tee markers, cups, net, backstops, tarps, and screens. Digs up ground using a pick, shovel, and spade to install markers at cemetery (cemetery maintenance assignment). Mows turf (i.e., infields, greens, common areas, etc.), aerates soil, and spreads grass seed and fertilizers. Moves concrete blocks, bags of fertilizer, and other heavy material weighing up to 90 pounds, using a cart or other aid to assist with the lifting, to transport to work sites. Installs, replaces, and adjusts various parts and equipment in parks, golf course, cemetery, and facilities to complete maintenance duties. Works in small, cramped areas to assist with plumbing and other maintenance repairs. Conducts safety inspections on equipment and/or amenities. Repairs equipment and facilities (sometimes at heights greater than 10 feet). Monitors conditions of grounds, structures, and building facilities to maintain safety standards. Detects hazardous situations at work such as traffic sounds when working near moving traffic, and audible backup warning devices when working around moving equipment. Detects hazardous gases, smoke, or fumes while working in order to maintain a safe working environment. May use and work with cleaning fluids, detergents, acids, bases, and paints to complete maintenance duties. Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written work orders to complete job duties. Learns job-related material and safety regulations through on-the-job training, and practices safety precautions.

Skill and Abilities:

Skill in using hand/power tools commonly used in maintaining buildings and related facilities.

Ability to:

learn and perform assigned tasks quickly and correctly;
understand and follow oral instructions and simple diagrams;
establish and maintain effective working relationships with customers and fellow employees;
respond appropriately to members of the public who are grieving and upset about the maintenance and appearance of grave sites and related issues (*cemetery maintenance assignment*); and may be required to assist with disinterment (*cemetery maintenance assignment*).

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Add Cemetery Assignment 3/16

JM/jh/vl

CS3514.DOCX (Full-time)

PAY GRADE: 37

CS3429 (Part-time)

PAY GRADE: 37

CS3796 (Part-time, Non-benefited)

PAY GRADE: 37

EEO-S/M

IND-9102

JOB FCTN-PAR

SWORN-No

INCREMENTS 62-200