



## Job Description-Seasonal Park Maintenance Worker

<b>Job Title:</b>	Seasonal Parks Maintenance Worker	<b>Department:</b>	Parks and Recreation
<b>Group:</b>	11	<b>FSLA Status</b>	Non Exempt
<b>Salary Range:</b>	(Not to exceed mid-range)	<b>Position Type:</b>	Full Time Temporary
<b>Reports To:</b>	Director of Parks/Asst. Director Parks	<b>Directs:</b>	None

**Applications Accepted By:**

**E-MAIL:**

hrdirector@palestine-tx.org

**Subject Line:**

Attention: Human Resources/ Job Title

**MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)**

Lisa Cariker  
 City of Palestine Human Resources  
 504 North Queen  
 Palestine, Texas 75801  
 (903)731-8421

**Job Description**

**OBJECTIVE**

*THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION*

Under general supervision, performs a variety of grounds maintenance and repair work for the City of Palestine's Lakes and Cemeteries.

**ESSENTIAL JOB FUNCTIONS**

**(ESSENTIAL FUNCTIONS, AS DEFINED UNDER THE AMERICANS WITH DISABILITIES ACT MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING TASKS, KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS. THIS LIST OF TASKS IS ILLUSTRATIVE ONLY AND IS NOT A COMPREHENSIVE LISTING OF ALL FUNCTIONS AND TASKS PERFORMED BY POSITIONS IN THIS CLASS.)**

- Mows, rakes, edges, and maintains grassy areas, and other planted vegetation; waters, weeds and as assigned, applies fertilizer and pesticides and other chemicals as needed.
- Plants trees, grass, flowers, and other vegetation; paints and/or performs routine maintenance on tables, chairs, and other items as needed.
- Repairs/replaces broken sprinklers and/or water faucets, mends fences, gates, and other barriers.
- Performs basic equipment repairs and maintenance.
- Cleans all park restrooms daily and picks up trash in all parks twice weekly

**OTHER IMPORTANT JOB FUNCTIONS**

- Knowledge of applicable local, state and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents.
- Knowledge of the principles of proper landscaping maintenance.
- Knowledge of the use and operation of a variety of maintenance, repair and related tools and equipment.



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- Knowledge in how to fix small plumbing issues within the cemeteries, such as faucets and water lines.
- Skill in operating a variety of landscaping, mowing and related tools and equipment.
- Skill in overseeing and performing tasks associated with a variety of water services construction, repair and maintenance projects and related tools and equipment.
- Skill in communicating effectively.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the general public and others having business with the City of Palestine.
- Other duties as assigned
- Maintain a positive attitude.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED AND three years of relevant, progressively responsible construction, water service construction, maintenance, repair, plumbing, building construction or closely related experience that included at least one year of project and/or staff management and supervision.

### ACCEPTABLE EXPERIENCE AND TRAINING

A high school diploma or GED is preferred AND one year of relevant grounds maintenance, landscaping, and plumbing or construction experience or closely related a PLUS.

### CERTIFICATIONS AND LICENSES REQUIRED

- Must possess a Valid Texas Motor Vehicle Driver's License
- Must possess and maintain a Valid Texas motor vehicle driver's license throughout employment.

### PHYSICAL REQUIREMENTS

- May be required to lift and/or carry heavy, bulky supplies, materials, tools or related equipment weighing up to 100 pounds, repetitively. This position has mandatory weekend hours as well for cleaning of bathrooms and trash detail will be on rotation basis.
- Will be exposed to exposure to extreme weather conditions, dangerous machinery, hazardous chemicals, infectious diseases and potential harm from construction hazards.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Regular attendance is required.

### ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing "see resume" is not sufficient).**



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Reviewed By:	Patsy Smith	Date:	01-05-2021
Approved By:	Patsy Smith	Date:	01-05-2021
Last Updated By:	Lisa Cariker	Date/Time:	01-05-2021
Received By:		Date:	