



Job Description – Parks Maintenance Worker

Job Title:	Parks Maintenance Worker	Department:	Parks
Group:	11	FSLA Status	Non-Exempt
Salary Range:		Position Type:	Part-Time
Reports To:	Parks Supervisor	Directs:	N/A

Applications Accepted By:

E-MAIL:

humanresources@palsetine-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

Under close supervision, performs a variety of grounds maintenance and repair work for the City of Palestine’s Parks, Lakes, Cemeteries, Facilities, and City special events.

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.)**

OTHER IMPORTANT JOB FUNCTIONS

- ◆ Knowledge of applicable local, state and Federal statutes, rules, regulations, ordinances, codes, 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.
- ◆ Knowledge in how to properly identify and fix defective/broken playground equipment.
- ◆ Skills in operating a variety of landscaping, mowing and related tools and equipment.
- ◆ Skill in communicating effectively
- ◆ Skill in establishing and maintaining effective working relations with employees, other departments, contractors, vendors, the general public and others having business with the City of Palestine.
- ◆ Maintain a positive attitude

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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



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CERTIFICATIONS AND LICENSES REQUIRED

Must possess and maintain a Valid Texas motor vehicle driver’s license.

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.

Must have and maintain a satisfactory driving record .

ADDITIONAL INFORMATION

May be required to lift and/or carry heavy, bulky supplies, materials and other items weighing up to 50 pounds. May be exposed to extreme weather conditions, dangerous machinery, and hazardous chemicals.

Reviewed By:	Patsy Smith	Date:	03/21/2019
Approved By:	Lauren Sandefer	Date:	03/21/2019
Last Updated By:	Patsy Smith	Date/Time:	03/21/2019
Received By:		Date:	