

MUNICIPAL ORDER NO. ____:2017

WHEREAS, the Director for the Department of Recreation recommended that the Parks Maintenance Worker II be provided a take-home vehicle;

WHEREAS, said job description must be amended to provide that the Parks Maintenance Worker II has the privilege of a take-home vehicle;

NOW, THEREFORE, BE IT ORDERED by the City of Morehead, Board of City Council that the revised class specification for Parks Maintenance Worker II, a copy of which is attached hereto, is approved. Said updated class specification shall be added to the Class Specifications book retained by the City Clerk.

Adopted this ____ day of _____ 2017.

CITY OF MOREHEAD

James Thomas Trent, Mayor

ATTESTED:

Crissy Cunningham, City Clerk

CITY OF MOREHEAD
POSITION DESCRIPTION

Class Title: Parks Maintenance Worker II

Department: Parks and Recreation

Supervisor: Parks and Recreation Director

Supervises: May Supervise Parks Maintenance Workers or Part-Time Employees in the Absence of a Higher Authority

Class Characteristics: Under general supervision, performs semi-skilled and manual labor work activities in the maintenance of parks; performs related work as required.

General Duties and Responsibilities:

Essential: Assists in the construction, maintenance and cleanliness of departmental grounds and facilities, including buildings, grounds, pools, playgrounds, athletic fields, parks, etc. Assists in preparing swimming pool for opening, maintaining pool throughout season, and closing pool at the end of the season. Cleans recreation facilities after use. Cuts grass, weeds, trees, and tree limbs. Operates motorized equipment, including mowers and tractors, weed eaters, etc., safely and efficiently. Rakes and collects leaves. Performs preventive maintenance duties on equipment; cleans and properly stores equipment and tools after use. May assist with recreation activities.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years experience as a Parks Maintenance Worker I or equivalent.

Special Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of equipment, materials, methods and techniques used in the construction, maintenance and cleanliness of departmental grounds and facilities. Thorough knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.

Abilities: Ability to comply with established safety standards. Ability to operate motorized equipment. Ability to deal courteously and tactfully with the public. Ability to establish and maintain working relationship with other city employees. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions. Possess mechanical aptitude, manual dexterity, and good physical condition.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work covered specifically, but must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is generally spot-checked as it is being completed.

Analytical Requirements: Duties are of a routine nature.

Tools, Equipment and Vehicles Used: Parks construction and maintenance equipment (vehicle, tractor, mower, weed eater, shovel, chain saw, rake).

Physical Requirements of the Job: Work is performed both indoors and outdoors; most work requires exertion of extreme physical effort for extended periods of time, and is completed outdoors regardless of weather conditions. Must lift heavy objects (more than 25 pounds); must use departmental equipment as a job requirement; exposed to machinery and its moving parts; exposed to high places, confined spaces; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.

Contacts: Public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess a valid driver's license issued by the Commonwealth of Kentucky; commercial driver's license is preferred, but not required.

Availability: Must be able to respond to calls at all hours. Employees in this class may have take-home vehicle privileges, and are required to pay federal taxes on the value of the benefit.

Certification Requirements: None.

Drug and Alcohol Testing Requirement: Upon receipt of a Commercial Driver's License, must participate in drug and alcohol testing program as a condition of continued employment.

Overtime Provision: Non-exempt.