



# CITY OF WEST LIBERTY, IOWA

## Parks & Recreation and Cemetery Maintenance Worker

**DATE:** Adopted 12/20

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**CLASSIFICATION:** Non-Exempt      **DEPARTMENT:** Parks and Recreation

**JOB DESCRIPTION:**

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**Summary/Objective**

Maintenance performs general maintenance and upkeep of the Cemetery Parks, Parks & Recreation Department buildings, park grounds, aquatic center, and equipment.

**DISTINGUISHING CHARACTERISTICS:**

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Parks Maintenance provides assistance and reports to the Parks and Recreation Director.

**ESSENTIAL FUNCTIONS:**

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- Establishes and maintains effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public and community groups to coordinate all phases of assigned programs and related activities.
- Performs park maintenance work such as the repair and maintenance of buildings, tables, and park equipment, janitorial duties and assists in the development and maintenance of City grounds, trails, recreation fields and pool operations and maintenance.
- Operates various tractors and trucks for mowing, park work, snow removal and hauling away debris and garbage.
- Performs semi-skilled tasks in plumbing, electrical, carpentry and general maintenance and construction work.
- Performs various landscaping work in and around the parks; trimming bushes, planting trees, mulching berm areas. Operates chain saws removing dead or downed branches in various parks as needed.
- Performs minor mechanical repairs to playground equipment and parks buildings. Transplant trees and shrubbery; mow and trim park grounds and foliage, cut grass, trees and brush from park roadways using power saw, mowers and various hand tools, weed in flower beds, spray park grass and foliage for weed control.
- Mows, maintains and repairs trails, bridges, ball diamonds, concession stands, restrooms, park shelters and playground equipment, and perform beautification projects.
- Works with personnel from other city department to ensure the efficient delivery of services.
- Maintains cemetery grounds; identifies graves that have settled for repair, applies fertilizers, and weed killers; maintenance to spaces to include sod/seeding and fill dirt; clears snow in the winter.
- Assists the Park and Recreation Director with conducting regular checks of all activities at program sites, facilities and work sites to monitor staff and assist with problem resolution.
- Assists other employees, such as Park Maintenance with duties requiring timely completion

- Maintains park plantings, trees, and turf, including use of pesticides for weed control.
- Assists with installing and inspecting parks and playground equipment for defects or replacement, makes repairs as needed. Keeps safety landing surface at appropriate levels.
- Reacts to change productively and handle other tasks as needed.

**QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):**

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- Knowledge of the principles and practices of park maintenance methods.
- Knowledge of relevant local, state, and federal and grant programs regulations regarding parks activities.
- Knowledge of safety precautions associated with recreational activities.
- Knowledge of grounds maintenance and equipment.
- Knowledge of the operating characteristics and ability to use farm and garden tractors with attachments, specialized equipment, mowers, weed sprayer, weed eaters, chain saws, hedge trimmers, bench grinders, ladders, and power and hand tools used in various parks & recreation and cemetery maintenance functions.

**SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

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- Ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance, and repair of various types of equipment and structures.
- Ability to follow written and oral directions.
- Ability to plan, organize, carry out and provide supervision for a broad range of programs Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
- Ability to use logic and/or science to solve problems with several abstract and concrete variables.
- Ability to work independently while being responsible for planning, determining approaches and developing new methods to fulfill his/her responsibilities and make decisions in accordance with established policies and procedures.
- Ability to communicate effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups.
- Ability to independently solve problems within assigned areas of responsibility.
- Ability to comprehend and implement departmental policies, routines, and standard operating procedures; ability to address issues.
- Ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Able to run various tractors, trucks, chain saws, trimmers, and a variety of power tools.
- Ability to perform manual labor for extended periods of time, often in inclement weather.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

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Education:	Graduation from High School or equivalent G.E.D.
Education/Training:	One year of experience in maintenance and repair of landscaping, buildings, park grounds, equipment, or related field.

**LICENSING REQUIREMENTS:**

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A valid Iowa Driver’s License and an able to obtain a Class B license within 6 months of hire.

**ESSENTIAL PHYSICAL ABILITIES:**

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Job assignments are both indoors and outdoors. Outdoor activities can include exposure to heat, cold, humidity, snow, wind, rain, and other outside elements. The worker is subject to noise; there is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level. Assignment may also include the delivery of equipment that can include moving, lifting, or shifting of equipment on various levels, i.e., lifting up to 50 pounds.

**SUPERVISORY RESPONSIBILITY:**

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This position may include some supervisory duties for seasonal employees and part-time temporary workers.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position. Days and hours of work are Monday through Friday from 7:30 a.m. to 4:00 p.m. Evening and weekend work may be required as job duties demand.

**DISCLAIMER:**

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The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee’s employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered “at-will”.

**SIGNATURES:**

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Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_