



JOB TITLE City Services Carey Lake Maintenance I/Park Cutter	DATE September 1, 1999
DEPARTMENT Parks & Recreation - Seasonal	COMPARABLE WORTH RATING 37 - 40

REPORTS TO: City Services Director

SCOPE OF POSITION:

Supervision Received: Works under the direction of the City Services Director.

Work Environment: Primarily outdoors all-weather conditions. Handles fuels and cleaning solvents.

Supervision Exercised: None.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Services Director:

Initial Facility Opening in Spring:

- Clean litter and debris from winter closing in all park property.
- Clean as necessary and put out all garbage cans.
- Clean as necessary and put out all picnic tables for pavilion area.
- Inventory tools and cleaning supplies and notify City Services Director of needed items.
- Put out signs (i.e. nature trail and parking areas.)
- Inform Lead Maintenance if any repairs are needed to facilities or equipment.

Daily Maintenance:

- Clean all areas by noon.
- Check gas and oil prior to using any vehicle or mower.
- Use the utility vehicle to patrol areas and as a maintenance vehicle.
- Check privies for toilet paper and cleanliness.
- Clean out changing houses.
- Clean drinking fountains.
- Pick up debris, litter, and broken glass at picnic areas and beach, parking lots, and loops, fishing dock and boat landing and along the road.
- Fill in holes, smooth out sand piles on beach area (i.e. sand castles with moats).
- Dump garbage bags from small cans to large containers.
- Check area for damage or vandalism and report to City Services Director
- Lock maintenance building when leaving and maintenance area.



Bi-Weekly Maintenance:

Check water supply at drinking fountains and faucets.
Rake swimming beach.

Weekly Maintenance

Check hiking trail for litter, vandalizm, trail signs, condition of trail (i.e. mud, deep ruts, trees down).

Cut grass in designated locations listed: Picnic area, around outdoor privies, beach ares, north of the ditch, hiking trail turnaround (southwest).

Seasonal Closing:

Clean out all charcoal picnic grills.
Shovel out debris from all burning pits.
Collect garbage cans, washout with disinfectand and store in maintenance building.
Collect nature trail signs, store in maintenance building.
Note all repairs/replacements needed to signs, tools, equipment.
Inventory tools and equipment.
Turn in keys for gate/transformer and maintenance building

KNOWLEDGE, SKILLS, ABILITIES:

Receive and follow instructions and schedules.
Valid Class "D" Driver's License
Ability to work with user groups and the general public
Understand and follow safety rules and procedures
Perform other maintenance functions as directed by City Services Director.
Ability to use hand tools and operate motorized equipment and utility vehicles.
Neat appearance and suitable work attire required.
Moderate physical exertion, ability to lift and carry up to 55 pounds.

MINIMUM QUALIFICATIONS:

High School Diploma, or equivalent
Able to lift and carry up to 55 pounds.
Valid Class "D" Driver's License

REVIEWED AND APPROVED BY:

Staff Representative –AFSCME

City Administrator

4/10/13

Date

4-10-13

Date