



Job Description

Title: **Parks and Trails Maintenance Technician**
Department: **Parks and Facilities**
Pay Range: **\$18 - \$21/Hourly**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE

Serves as a friendly City agent interfacing daily with the public while maintaining City parks and trails to the highest of standards. Routinely maintains the appearance and cleanliness of designated City parks, park facilities, grounds keeping, park pavilions, trails, bathrooms, security and overall City facility aesthetics.

SUPERVISION RECEIVED

Works independently under the general supervision of the City Manager.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain Park restrooms and public common areas on a scheduled basis to ensure ongoing sanitation; mop floors; clean and disinfect toilets and sinks; clean drinking fountains; clean mirrors, glass doors, and other surfaces; fill soap and paper dispensers; empty and clean trash receptacles throughout parks
- Collect and remove all trash as scheduled
- Identify and report the need for major repairs
- Ability to use landscape blower and pressure washer
- Carries out various landscape management of the City's parks and open spaces as assigned
- Cleans park pavilions, gathering areas, sidewalks and other areas as assigned
- Inspects and maintains cleaning/maintenance & playground equipment to ensure safe operation
- Responsible for placing and taking down pavilion reservation signs
- Keeps records of work completed
- Provide facility visitors with information, directions, or other assistance, as permitted
- Open and close visitor area (locking doors, closing blinds, turning off lights) as needed
- Works closely with other maintenance staff and may take direction from project lead
- Other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent;
- 3 year of parks and trails maintenance experience;
- Degree in Natural Resource Management preferred, but not required;
- CPSI certification preferred, but not required; and
- A valid Texas driver's license with clear driving record

Necessary Knowledge, Skills and Abilities:

- Knowledge of grounds maintenance
- Knowledge of computer apps and familiarity with their use;
- Knowledge of natural resource management principles and concepts;
- Knowledge of basic budgeting principles;
- Knowledge of janitorial maintenance and all types of cleaning techniques;
- Experience with tree trimming and arborist techniques;
- Experience with hands on project management;
- Experience using basic gardening equipment;
- Experience in minor building repairs;
- Experience in turf management;
- Experience with contract management;
- Ability to take direction but work independently with sound judgment and with minimal supervision;
- Ability to employ a positive daily outlook in task assignments and work scope;
- Ability to work safely in the outdoors and to use equipment properly;
- Ability to communicate effectively and courteously with other City employees and the public on a daily basis;
- Ability to manage time wisely and work efficiently.

TOOLS, EQUIPMENT & APPLICATION SOFTWARE USED

City maintenance EZ Go cart, leaf blower, shop vacuum, pressure washer, ladders, various hand tools, and cell phone mobile application.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, and sit for extended periods of time. The Parks and Trails Maintenance Technician must use eyes, ears, nose, arms, hands, fingers, legs and feet to perform assigned duties and responsibilities. The employee is occasionally required to run, climb, crawl, stoop, twist, balance, or otherwise extend or contort the body in the performance of duties.

The employee must occasionally lift and/or move up to 75 pounds.

Duties of the Parks and Trails Maintenance Technician include exposure to heights; loud noise and vibrations mechanical, electrical, and chemical hazards; fumes and odors; dust; mites; and possible toxic waste hazards.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job of the Parks and Trails Maintenance Technician is performed outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather.