



BOONEVILLE

MISSISSIPPI

City of Booneville

Job Description

JOB TITLE: Park - Maintenance Worker

DEPARTMENT: Park & Recreation

REPORTS TO: Park Maintenance Supervisor

POSITION SUMMARY:

The purpose of this position is to repair and maintain public property for the City of Booneville.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives written work orders or verbal instructions from municipal administrator.
- Cuts grass and trims weeds on city property and parks.
- Digs flower beds and plants flowers.
- Constructs decorative flower garden borders from wood.
- Cleans buildings, washes windows, and empties trash cans.
- Paints interior and exterior walls and trim.
- Drives truck and loads fallen tree limbs and roadside trash onto truck.

MINIMUM EDUCATION AND EXPERIENCE:

Minimum Education

Education: High school diploma or GED

Experience (yrs.): Six (6) months previous experience and/or training that includes grounds and maintenance operations.

Substitutions Allowed for Education: None

Substitutions Allowed for Experience:

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Certifications and Licenses:

- Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

- Uses time efficiently.
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Demonstrates accuracy and thoroughness.
- Completes work in timely manner; Works quickly.
- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary, Completes tasks on time.

PERFORMANCE APTITUDES:

- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- **Physical Ability:** While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

- Environmental Factors: 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 noise level in the work environment is usually moderate.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.