

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Park Shop Attendant</u>
Sch & Grade	<u>CTL-7</u>
Class Code	<u>FB15</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

Assists in the maintenance and repair of grounds maintenance and turf equipment and tools; maintains supplies needed in Park Maintenance.

SUPERVISION:

Under direct supervision of Parks Maintenance Equipment Crew Leader.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists in general overhaul and repair on assigned gasoline or diesel engines.
2. Assists in power train repairs
3. Performs preventive maintenance and repairs on assigned equipment.
4. Prepares equipment for daily operation by servicing fuel, fluid levels, tires and conducting safety checks.
5. Repairs pumps and spraying equipment.
6. Reads and interprets technical manuals, schematics and wiring diagrams.
7. Operates equipment to diagnose or evaluate repairs.
8. Instructs operators in the proper maintenance and safe use of equipment.
9. Uses and cares for hand and machine tools according to safety principles.
10. Takes periodic inventory of goods on hand; makes emergency purchases as needed; maintains all shop equipment; maintains cleanliness and order of premises.

IMPORTANT FUNCTIONS:

1. Keeps records and prepares reports as required.
2. Performs duties of comparable or lower positions as required.
3. Assists Equipment Technicians in all phases of repair and maintenance.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Methods and procedures involved in the maintenance and repair of grounds maintenance and turf equipment used in the Parks Department.

Abilities

Detect and repair defects in a variety of parks equipment in a manner consistent with safety principles, utilize and maintain tools and test equipment used in the mechanic’s trade; follow oral and written instructions; read and understand technical manuals and manufacturing guidelines; maintain written records and prepare accurate reports; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Minimum of two years experience in the repair of grounds and turf maintenance or closely related equipment. Directly related education may be substituted for one year of the experience requirement.

Physical Requirements

Must be able to hold and grip objects; bend, squat, and kneel; twist and turn torso; reach over head; and work in awkward positions. Subject to periods of prolonged standing. Must have ability to complete motorized equipment maintenance and repair.

Working Environment

Both indoor and outdoor environment; exposure to extreme weather conditions; subject to toxic fumes; health risks when working on equipment used in herbicide and pesticide application; must be able to work in a confined setting.

Licensing/Certification

Must possess a valid class “A” Commercial Driver’s License.

Miscellaneous Requirements

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws; subject to emergency call-in; may be required to work weekends, holidays and/or a variety of shifts.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: May, 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____