

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Parks Caretaker</u>
Sch & Grade	<u>CTL-6</u>
Class Code	<u>HA41</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Maintenance</u>

**PRIMARY PURPOSE:**

Participates in the care and maintenance of turf, trees, shrubs, grounds, buildings, facilities, and equipment in city parks.

**SUPERVISION:**

Under general supervision of the Parks Maintenance Supervisor assigned to Turf, under direct supervision of a working leader. Directs the work of a small crew of regular and seasonal employees.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Participates in the care of turf, grounds, equipment, buildings and facilities in city parks to ensure proper safety, sanitation and care are given.
2. Provides maintenance and care of turf areas, flower gardens, trees, and shrubs for assigned parks; performs pesticide and fertilizer application as necessary.
3. Performs maintenance and safety checks on playground equipment, athletic fields, picnic areas and other facilities for safety and operational purposes.
4. Completes preventive maintenance work on a variety of parks and motorized equipment as scheduled.
5. Performs rough carpentry, minor electrical, plumbing and repair work as needed for the general maintenance of park facilities.
6. Depending upon assignment, participates in the maintenance and upkeep of farm animals and property, and/or other duties involving agriculture.
7. Sprays or hand-paints park benches, tables, guard rails, buildings, sports fields, and/or equipment; removes paint and repaints as necessary.
8. Assists in building concrete forms and placing concrete for construction projects as required. .
9. Utilizes necessary hand and power tools associated with maintenance and minor repair work such as saws, drills, drill press, power grinders, pumps and generators in a manner consistent with safety principles.
10. Drives vehicles to work sites and operates light and medium equipment such as tractors, dump trucks, and front-end loaders for the purpose of completing job duties.
11. Reads and interprets operating manuals, technical repair manuals, schematic drawings, etc.
12. Maintains required records and logs.
13. Performs basic math calculations relating to volumes, distances, areas, and quantities.

**IMPORTANT FUNCTIONS:**

1. Completes written reports as required.
2. Attends workshops, conferences, seminars, and other training for professional development purposes.
3. Serves as a working leader in the working leader's absence as required.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

Principles, procedures, and equipment involved in the maintenance, construction, and/or repair of commercial grounds, agricultural properties, and/or facilities; basic math.

**Abilities**

Participate in the general maintenance of grounds, equipment, buildings and facilities, or agricultural properties in city parks; learn techniques and methods of recognizing plant insect and disease infestation; safely utilize and operate hand and power tools; follow oral and written instructions; read and interpret a variety of information such as manuals and schematic drawings; maintain appropriate records; communicate effectively verbally; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

One year of experience in general maintenance of commercial grounds. Experience directly related to specific vacancy or assignment is preferred.

**Physical Requirements**

Performs bending, squatting, kneeling, climbing, twisting, and reaching both to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects; distinguish colors due to wiring color codes; subject to periods of prolonged standing and working in awkward positions.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with facilities and equipment; may be exposed to hazardous chemicals and other safety hazards due to working with pesticides or, depending upon assignment, working with and around farm animals and agricultural properties, etc.; subject to constant noise, poor lighting and ventilation, fumes and odors. May be subject to working in confined spaces.

**Licensing/Certification**

Must obtain and maintain at minimum a valid class "B" Commercial Driver's License (CDL) with the ability to operate a vehicle with airbrakes within the probationary period, for all assignments except the Dickerson Park Zoo. A pesticide applicator's license is preferred but not required.

**Miscellaneous Requirements**

Subject to emergency call-in; must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Abilities	<b>Date:</b> 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:** \_\_\_\_\_