

*\$16/m. - \$23/m.*

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

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**POSITION TITLE:** Park Maintenance  
**CLASS TITLE:**

**DEPARTMENT:** Park  
**REPORTS TO:** Maintenance Supervisor

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**EMPLOYMENT STATUS:** Full-time    **F.L.S.A.:** Non - exempt

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**JOB RESPONSIBILITIES:**

Performs diamond and park maintenance.

**ESSENTIAL FUNCTIONS:**

Maintains diamond fields by dragging, raking, and lining; cleans dugouts and empties trash; picks up trash in parks; puts trash bags in cans; mows; remove weeds from playground equipment, trees, bushes, walks, etc.; and trims shrubs.

Works with seasonal part-time employees.

Performs light construction when needed.

Keeps equipment in operating order; and drives to various work sites.

Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**POSITIONS SUPERVISED:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** department policies and procedures; safety rules and regulations; and equipment used.

**Skill in:** equipment use; communications; vehicle and equipment operation.

**Ability to:** carry out simple instructions; cooperate with co-workers on group projects; develop and maintain effective working relationships; demonstrate physical endurance; ; recognize safety warnings; demonstrate physical agility; and travel to and gain access to work site.

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Date Adopted: 10/10/95

Date Revised: 08/25/2020

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**EQUIPMENT OPERATED:**

Mowers, weed trimmer, tractor, power blower, dump truck, bobcat, snowplow.

**WORKING CONDITIONS**

Works indoors and outdoors and is exposed to weather; bends, stoops, walks, lifts. Must be able to lift 20-50 lbs.

**QUALIFICATIONS:**

Any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the work of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid driver's license.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date