JOB ANNOUNCEMENT

Job Title: Parks & Grounds Maintenance I
Division/Department: Public Works/Parks & Grounds
Status: Full-time/Non-Exempt
Effective Date: Wednesday, July 5, 2023
Closing Date: Friday, July 21, 2023 at 1:00pm

Grade 16: $16.84 to 23.97; starting wage depends on qualifications and experience.
Benefits: Position is eligible for benefits including health, dental and life insurance, state retirement, paid leave time and holidays.

JOB DESCRIPTION

GENERAL PURPOSE
Performs a variety of entry level to working level skilled duties associated with maintenance of parks, parks strips, detention basins, cemetery, trails, various fields and facilities used for sponsored recreational programs and other landscaped areas throughout the City.

SUPERVISION RECEIVED
Works under general supervision of the Parks Supervisor.

SUPERVISION EXERCISED
None

ESSENTIAL FUNCTIONS
Performs general landscaping duties; planting, fertilizing, pruning, weed abatement, pest control, lawn mowing and edging, watering in parks, streetscape, trails, cemetery, recreation facilities and city facilities. May assist with planning and construction of various landscape projects for city facilities, parks, etc.

Performs general maintenance at parks; cleans pavilions, gathers and empties trash, restroom cleaning, playground repairs, etc. Makes repairs to restroom and other park facilities as needed. Performs seasonal duties such as winterizing restrooms and other seasonal maintenance.

Operates a variety of push and riding mowers, power trimmers, sod cutters, chain saw, and a variety of hand and power tools common to grounds maintenance; performs minor preventative maintenance on equipment. Performs basic preventative maintenance on equipment, such as checking and changing oil and oil filters, checking and maintaining air pressure in tires, greasing equipment on a regular basis and performing other maintenance necessary for the operation of equipment.

May operate heavy equipment such as dump trucks, backhoes, tactors & trucks and a variety small equipment including push and riding mowers, power trimmers, sod cutters, chain saw, and a variety of hand and power tools common to grounds maintenance.

Assist with or installs, programs and troubleshoots sprinkling systems, repairs water lines, repairs drinking fountains and leaky valves at parks, cemetery, municipal facilities and streetscapes. Performs seasonal maintenance on sprinkler systems to avoid freezing, flushes water lines in the spring, and makes repairs as needed.

Assist with or performs general maintenance of playing fields; trims and mows lawns and grooms playing areas, dirt and lawns. Coordinates with recreation to assure field preparation for scheduled events and games including striping and placement of field markers; assures clean and operational facilities. Participates in construction of playing fields, installs bleachers, dugouts, fences, etc.

Performs maintenance of trails. Keeps trails free from trash, debris, weeds and other plant growth. Replaces rock or landscape materials as needed.
Assists with or performs maintenance and repair of headstones; repairs sunken graves; assists and/or monitors headstone companies to assure proper placement and setting.

Assist with or performs general maintenance for city facilities, changes lightbulbs, basic repairs to doors, windows, and hardware, plumbing, electrical, HVAC, painting, roofing, concrete works, etc. Performs snow removal at all city facilities, including sidewalks, trails, and parking lots. Assist with snowplowing as needed.

Assist with basic street repairs & maintenance including, hot and cold mix patching, storm drain and sump cleaning, snow and ice control etc.; participates in work site safety; sets up barricades, safety signs for city projects, as needed.

Under the immediate supervision of a certified operator, may assist with basic installation and repair or water, pressurized irrigation, sewer service connection, mains lines and meters.

**PARKS AND GROUND MAINTENANCE I**

**MINIMUM QUALIFICATIONS**

1. **Education and Experience:**
   A. Graduation from high school,
   B. Sufficient experience to demonstrate an aptitude to perform the above related duties.

2. **Knowledge, Skills, and Abilities:**
   Basic knowledge of maintenance of lawns, trees, shrubs, etc. Some knowledge of operating basic manual, power tools, landscaping equipment; safety standards related to construction and maintenance; interpersonal communication skills.

   Ability to communicate effectively in coordination with other departments, co-workers and those being supervised. Ability to deal with the public in a pleasant, courteous and calm manner.

3. **Special Qualifications:**
   A. Must possess a valid Utah Driver’s License.
   B. Required to obtain a Utah Commercial Driver’s License, class B (CDL) within 6 months of hire date.
   C. Must live within 20 minutes travel time from Santaquin and be available and willing to work weekends, holiday, on-call, standby and emergency call.

4. **Physical Demands and Work Environment:**
   Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching. Required to push, pull, or lift medium to heavy weights 50-75 lbs or more on a regular basis. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily exposure to outside elements and local travel required in normal course of job performance.

**NOTE:** All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

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*Santaquin City is an Equal Opportunity Employer*