



Town Of Meeker
Parks Lead
JOB DESCRIPTION

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the operation, repair, and cleaning of buildings, playgrounds, and grounds for all Town-owned parks. Participates in the day-to-day operation of skilled maintenance and construction work involving irrigation and pond upkeep. Organizes all supplies and equipment required for maintenance of the parks and supervises seasonal employees throughout the summer. Assists with the Public Works Department as needed and available.

SUPERVISION

Works under the immediate supervision of the Public Works Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain community owned park facilities including, but not limited to, pavilions, bathrooms, playgrounds, fields, recreational structures, pond, fencing, parking lots.
- Ensure proper operation and maintenance of lighting fixtures, doors, windows, and plumbing at all park facilities.
- Conduct routine monthly playground inspections.
- Irrigations system maintenance, repairs, and seasonal upkeep.
- Oversee custodial care for park bathrooms and other Town buildings.
- Oversee trash removal for Town Parks and other Town facilities.
- Turf management – keeping grounds and grass healthy, including spraying programs related to the prevention of eradication of pests, fungus, and insects.
- Ensure all chemicals and cleaning supplies are properly stored and used in conformity with regulations.
- General landscaping and gardening duties include fertilization, mowing, edging, weeding, and trimming.
- Monitor Camping, RV sites, and Waste Dump site
- Ensure compliance with park rules for any park visitors.
- Respond to complaints regarding citizen use at the parks.
- Ensure proper maintenance of equipment and tools by cleaning and checking all equipment and tools after each use.
- Drive trucks of various sizes and weights in the loading, hauling, and unloading of equipment, gravel, sand, and snow when applicable.
- Perform all duties in conformance to safety and security standards.
- Work as part of a team under the Public Utility and Parks Department
- Available for weekend on call duty as assigned.



Town Of Meeker
Parks Lead
JOB DESCRIPTION

QUALIFICATIONS

- High school diploma or GED equivalent
- Experience in park maintenance, construction, and repair activities.
- Knowledge of equipment, facilities, materials, methods, and procedures used in park maintenance, construction, and repair activities.
- Skill in operation of equipment and tools for park maintenance, construction, and repair activities.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Valid Colorado Driver's License and CDL certification, or ability to obtain one within 6 months of employment.
- Be Certified as a Playground Safety Inspector or obtain certification within 6 months of employment.
- Must obtain a QS Pesticide Applicators License specializing in Turf, Public Health and Aquatic, within one year of employment.

EQUIPMENT

This position works with motorized vehicles and equipment including, but not limited to, motor grader, backhoe, dump truck, pickup truck, utility truck, plate compactor, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, mowers, edgers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Use of hands to feel or operate objects, tools, or controls and reach with hands and arms.
- Ability to stand, sit, climb, balance, stoop, kneel, crouch, or crawl if necessary.
- Ability to regularly lift and/or move up to twenty-five pounds and occasionally up to one hundred pounds.



Town Of Meeker
Parks Lead
JOB DESCRIPTION

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- outside in all weather conditions
- near moving mechanical parts and exposed to wet and/or humid conditions and vibrations
- high, precarious places
- exposure to fumes or airborne particles, toxic or caustic chemicals, risk of electric shock

SELECTION GUIDELINES

- Formal application, interview, reference checks, and any job-related tests may be required prior to employment.
- Duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific tasks does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.