



Town Of Meeker  
Seasonal - Parks  
**JOB DESCRIPTION**

***GENERAL PURPOSE***

Entry-level position performs a variety of unskilled or semi-skilled park maintenance duties including, but not limited to, mowing, edging, weeding, cleaning, and other duties as assigned by the Public Works Superintendent. May operate construction and maintenance equipment.

***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.
- General landscaping and gardening duties including mowing, edging, weeding, trimming, and fertilization.
- Assist with irrigations system maintenance, repairs, and seasonal upkeep
- Responsible for Custodial Care for Park Bathrooms and other Town Buildings
- Responsible for trash removal for Town Parks and other Town facilities
- Ensure proper maintenance of equipment and tools by cleaning and checking all equipment and tools after each use.
- Perform all duties in conformance to safety and security standards.
- Operate a variety of construction and maintenance equipment used in the water, streets, and parks departments.

***QUALIFICATIONS***

- Must be at least 16 years of age
- Some knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- Some skill in operation of equipment and tools.
- 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.



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***EQUIPMENT***

This position works with motorized vehicles and equipment including, but not limited to, , pickup truck, utility truck, tamper, 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.

***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.