

City of Dunedin, Florida
Class Description

JOB TITLE: Park Maintenance Worker III
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general supervision, performs complex and/or specialized work in the maintenance of City parks, athletic fields and related structures and equipment. Assists in maintaining a clean and safe city and performs special event setup as required. Oversees the work of subordinate Maintenance Workers on specific tasks as assigned. Reports to the Parks Maintenance Crew Leader.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Performs routine grounds keeping duties, including installing sod, mowing grass, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, removing trash and debris, etc.

Performs landscaping, grounds keeping, carpentry, masonry, plumbing and/or mechanical work and/or general manual labor as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

Prepares athletic fields for play.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician.

Installs and maintains playground equipment, fencing, signs, pathways, etc.

Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Maintains assigned equipment and vehicles.

Operates heavy equipment in the performance of required tasks, including front-end loaders, backhoes, bobcats, bucket trucks, dump trucks, tractors, stump grinders, forklifts, etc. as

required.

Prepares and submits required records and reports

Performs park inspections including playground safety.

Installs and maintains irrigation systems as required.

Assumes additional supervisory duties in the absence of Crew Leader

Inspects parks for safety hazards and takes corrective action.

Completes purchases for day-to-day operations according to established procedures

Supervises the work of subordinate Maintenance Workers on specific tasks as assigned.

Reports for disaster duty as required.

Performs all work in compliance with established policies, procedures and standards of quality and safety.

ADDITIONAL JOB FUNCTIONS

Performs general custodial duties including cleaning restrooms as required. Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with 2-3 years of experience in grounds/facilities maintenance.

Basic computer skills and familiarity with office technology.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

Must possess a valid Class B Florida CDL with appropriate endorsements.

Must obtain BMP certification within one year of employment/promotion.

Must obtain First Aid/CPR certification within one year of employment.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Parks Maintenance Worker III. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to provide effective leadership and limited supervision of co-workers. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Parks & Recreation Director

7/24/20

Date