

JOB TITLE: PUBLIC PROPERTIES CARETAKER I (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Parks/Recreation/Cemetery Director.

JOB SUMMARY: Performs a variety of unskilled manual labor involved in the care and maintenance of parks, cemeteries, and other city-owned facilities and grounds; assists as needed with maintenance of streets, athletic fields, Recycling Center and Swimming Pool Buildings; drives trucks and operates light equipment depending on the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Provides daily care and maintenance to most city-owned buildings & grounds (Parks, Cemeteries, City Hall, Fire Station, Swimming Pool and Library) including, but not limited to: mowing and raking grass, edging of walks, trimming markers/monuments, watering and weeding of plantings and flower beds, pest and weed control, snow and ice removal from walks, stairs, drives and roads, tree trimming/removal, picking up fallen tree limbs and litter; performs routine upkeep of city-owned buildings and playground equipment including painting and minor repairs; operates and maintains various types of equipment including power mowers, chain saws, weed trimmers, edgers, weed sprayer, rototiller, small tractors with attachments; performs perpetual care of graves.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs correct weed and pest control applications as required; performs seeding and fertilizing operations to turf as required; performs pruning, fertilization, watering and removal of shrubbery and trees as needed; plants and maintains flower beds; assists Street Division with maintenance/repair of streets, snow removal from streets, and operation of burnpile; assists in maintenance/operation of Recycling Center; assists Recreation Department with maintenance/preparation of athletic fields; assists in maintenance/mowing of other city-owned property; performs related work as required.

SKILLS/ABILITIES: Ability to work under adverse weather conditions; ability to lift 50 lbs. of material; ability to lift and empty 75 lb. trash containers weekly; ability to carry, push or pull a variety of tools, equipment and materials; ability to climb, balance, stoop, kneel and work in a crouched position for extended periods of time; ability to perform weed trimming duties and operate a 20 lb. trimmer for long periods of time; ability to work evenings/weekends; ability to work 18 hour shifts with snow removal; ability to inspect equipment to be used each day to insure that it is safe and in proper working condition; ability to get along and work with others; ability to operate a two-way radio; ability to climb up onto and down from equipment.

TRAINING AND EXPERIENCE: Graduation from high school and some experience as a laborer or maintenance worker of grounds, buildings or other facilities; one year of experience with various computer programs and functions is desirable; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid Class B Commercial Drivers License, or ability to obtain within six (6) months; ability to obtain a state pesticide application license within one year.

Updated 05/2013