

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

ACCOUNTABILITY: Under the direction of the Public Works Superintendent and Public Properties Foreman respectively.

JOB SUMMARY: Performs a variety of unskilled and semiskilled 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

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, tractor and backhoe; opens/closes graves with tractor and backhoe; 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 in providing information to billing office on lot sales, grave opening/closing fees, permit fees to set markers/monuments; may supervise seasonal part-time workers; 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 operate trucks and light equipment; 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; good oral communication skills required to effectively communicate on a daily basis with the public, coworkers and other departments; ability to operate a two-way radio; ability to climb up onto and down from equipment.

TRAINING AND EXPERIENCE: Graduation from high school and two years of 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 and be able to obtain a state pesticide application license.

Updated 9/2001