



# Raytown Parks & Recreation City of Raytown

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## Position Announcement Maintenance Worker I

Department:	Parks Department	Posted:	December 2018
Grade/Status:	Non-Exempt	Salary:	\$13.70/hr starting
Job Description:	Performs various semi-skilled and unskilled maintenance activities related to parks infrastructure.		
Required Knowledge, Skills and Abilities:	Operate various mechanical and power equipment and tools. Ability to operate equipment safely and understand maintenance practices and procedures. English usage, spelling and ability to complete written forms. One year of general maintenance experience directly related to this position.		
Special Requirements:	Current Missouri driver's license and obtain a Missouri Class B CDL within six (6) months. Ability to pass drug screen, agility test and physical. Possess physical fitness level needed to perform essential functions. High school diploma or equivalent.		
ADA Requirements:	Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, basic hand-eye coordination, and lifting and carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items.  Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.  Sensory Requirements: Tasks require sound, depth, texture, visual and oral perception and discrimination.		
Schedule:	Generally 7:00 a.m. – 3:30 p.m., Monday – Friday. Overtime as needed plus weekend work as directed from April thru October.		
Benefits:	Full-time position eligible for City benefits.		
Application Process:	Complete employment application. Application may be obtained from and should be returned with resume to: Raytown Parks & Recreation, 5912 Lane Ave., Raytown, MO 64133. Email: <a href="mailto:maryann@raytownparks.com">maryann@raytownparks.com</a> . Description and application found at <a href="http://www.raytown.mo.us">www.raytown.mo.us</a>		
Closing Date:	Open until filled.		

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

## **MAINTENANCE WORKER I**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### **DEFINITION**

To perform various semi-skilled and unskilled maintenance activities related to parks infrastructure; and to perform a variety of manual tasks relative to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Supervisor.  
Exercises limited or no supervision.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

1. Performs routine custodial maintenance inside facilities such as dusting items and surfaces, washing walls, floors, and windows, cleaning restrooms, vacuuming carpets, and other tasks as assigned by a Maintenance Supervisor.
2. Performs outdoor maintenance functions on grounds and facilities such as sweeping, mowing, trimming, raking, shoveling, litter and trash collection, painting, nailing, snow removal and other tasks as assigned.
3. Safely operates and maintains light equipment such as light trucks, riding and push mowers, weed eaters, blowers, and an assortment of hand power tools.
4. Maintains the necessary paperwork and forms required by the position.

#### **Marginal Functions:**

1. Assists and supports other Park Staff in the projects and tasks assigned, and cooperates and communicates effectively with all other staff so as not to disrupt the working environment or create an unsafe condition.
2. Is courteous and helpful to the public and the participants in the Department's programs and activities.

## **QUALIFICATIONS**

### **Knowledge of:**

- Working knowledge of basic maintenance and construction tools and equipment.
- Experience in building and grounds maintenance.
- Willingness and ability to learn and perform new skills and responsibilities.
- Operations, services and activities of a parks maintenance program.
- Methods and techniques of maintenance equipment operation.
- Operations, services and activities of the city.
- English usage, spelling, grammar and punctuation.
- Occupational hazards and standard safety practices.

### **Ability to:**

- Ability to work outdoors in all types of climate and working conditions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities maybe considered.

**Experience:** One year of general maintenance experience directly related to grounds keeping or building maintenance.

**Training:** High school diploma or equivalent.

### **License or Certification:**

Current valid Missouri driver's license and obtain a Class B commercial driver's license (CDL) within six (6) months and other required certifications.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Field environment, travel from site to site, exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, and potentially hazardous equipment.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sight, hearing, speech, physical endurance for long periods of strenuous work, mobility for climbing and moving over various terrain, routine two-hand functions, lifting up to 100 pounds, operating motorized vehicles, equipment, and tools.