



# City of Kalama

Incorporated 1890

## Position Description

<b>Position Title:</b>	<b>Groundskeeper – Parks Maintenance Tech</b>	<b>Last Revised:</b>	<b>03/01/2017</b>
<b>Position Status:</b>	<b>Regular Part Time</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Public Works</b>	<b>Union</b>	<b>Non Union</b>
<b>Supervisor:</b>	<b>PW Operations Superintendent</b>	<b>Classification</b>	<b>Entry-Level</b>

### Position Description

- Performs many types of unskilled work including but not limited to: driving, digging, mowing, sweeping, painting, repairing, carrying (up to 80#), ladder-climbing, watering plants, etc. which are required to perform tasks assigned to maintain the landscaping downtown and at City parks.
- Learns to proficiently operate Public Works Department equipment including: riding lawn mower, power mowers, weed eater, gas hedge trimmer, chainsaw, and backhoe etc. which are required to perform tasks assigned.
- Work requires average physical agility and dexterity and visual acuity to operate assigned equipment and tools.
- The position is part time which is 79 hours a month year-round. Pay range \$13 to \$15 per hour depending on experience.

### Essential Job Duties

- Follow oral and written instructions; Communicate clearly both orally and in writing;
- Use a variety of hand and power operated tools and equipment, such as, shovels, picks, rakes, crowbars, mowers, trimmers, electric drills, wrenches, and various types of saws necessary to accomplish primary work activities.
- Maintenance of City parks and grounds including sweeping, painting, carpentry work, cleaning gutters, cutting grass, janitorial work and light plumbing.
- Operate all of the following as required by the City: pickups, compressors, and all equipment and vehicles necessary to perform maintenance.
- Assist with the maintenance of the Public Works Department vehicles and equipment
- Perform plumbing operations, necessary to install and repair water piping systems using appropriate tools for irrigation.
- Perform street maintenance including installing signs, cleaning culverts and ditches, trimming trees, patching streets, laying asphalt, and picking up litter;
- May operate spray painting equipment or hand brush to paint street stripes and fog lines, crosswalks, dividing lines, curbing and other areas and objects.
- Assist with the construction or repair of curbs, sidewalks, gutters, catch basins, manholes, storm lines, sewer lines, traffic control devices when needed.
- Perform maintenance at parks and green areas including mowing, sweeping, changing flags, leaf-gathering, planting, and litter pickup;
- May be asked to occasionally direct other personnel and/or volunteers at job sites;
- Respond to all public inquiries in a courteous manner. Provide information within scope of knowledge;
- Perform all work safely, following all safety rules and procedures established for work area;
- Work scheduled and unscheduled as required;
- Perform other duties and projects as assigned and directed.

## **Working Environment**

- Works in extreme weather conditions including ice, snow, rain, and during hot summer months;
- Includes working in or near traffic;
- Moderate potential exposure to insect bites or poison ivy;
- Exposure to chemical irritants produced by solvents;
- Employees are exposed to vibrations, loud noises, offensive smells, dust, dirt, vicious dogs and water;
- Normal safety precautions are required; and the incumbent may wear protective clothing and equipment such as rain/snow gear, boots, goggles, and gloves;
- Work requires physical exertion such as long periods of standing, walking over rough, uneven surfaces, and recurring bending, crouching, stooping and reaching, climbing steps or ladders, and occasional lifting of moderately heavy items;

## **Qualifications & Education**

- Requires physical ability sufficient to perform essential job duties.
- Graduate from High School or GED
- Hold valid driver's license and social security card
- Pass pre-employment drug test.
- Knowledge of plants, tree trimming, maintenance and landscaping techniques preferred

The statement contained herein reflects general details as necessary to describe the principal function of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered all-inclusive as to work that may be assigned.