

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Park Attendant I	<b>BAND/LEVEL:</b>	Oprs I
<b>DEPARTMENT:</b>	Parks Sevices	<b>JOB NO:</b>	7140
<b>DIVISION:</b>	Parks and Forestry	<b>DATE:</b>	8/1/2014
<b>REPORTS TO:</b>	Supervisor, Parks Maintenance or Forester	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 512

**REPLACES:** Park Attendant I

**DATE:** 4/1/2013

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### **JOB SUMMARY STATEMENT:**

Performs a wide variety of semi-skilled and skilled tasks related to the planting and maintenance of flowers, shrubs, trees and turf; or construction, maintenance, and repair of parks and recreation facilities and grounds. Assists in emergency operations, including snow removal, as required

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### **DUTIES AND RESPONSIBILITIES:**

#### General

1. Maintains, inspects, repairs, lubricates and cleans equipment and tools per manufacturer specifications listed in equipment manuals. Follows proper storage, maintenance and use techniques according to City policies and procedures.
2. Assists in emergency operations, including snow removal, as required.

#### Forestry

1. Assists with the planting, removal and maintenance of trees in right-of-way, city facilities and parks. Operates various equipment including bucket truck, chipper, chainsaws, loaders and one-ton pickup.
2. Assists with the planting and maintenance of landscape beds including shrubs, perennials and annual flowers. Works with hand tools, string trimmers, water tanks and pole saw.
3. Performs landscaping to include: mulching, weeding, watering, grading and herbicide/fertilizer application.

#### Parks Maintenance

1. Performs various turf management tasks at parks, athletic fields, facilities, and traffic islands. Lays sod and operates various types of equipment, such as string line trimmers and mowers; including riding, walk behind and push mowers. Loads, unloads and transports mowers.
2. Picks up and disposes of trash in and around parks and traffic islands. Lifts trash barrels and dumps contents in truck.
3. Operates tractors for seeding, fertilizing and aerating turf areas. Seeds and fertilizes turf areas utilizing walk-behind spreader. Calibrates equipment to apply correct amounts.
4. Applies pesticides utilizing appropriate sprayer or spreader to turf areas. Sprays in accordance with proper safety procedures and weather conditions. Read and follows MSDS information and product labeling.
5. Prepares ball fields for league play during the season; to include: dragging, chalking, and moving bases.
6. Performs other assigned duties as requested; to include: cleaning park and right-of-way of trash and debris, sweeping and cleaning shop area, assisting with special events.

#### Facilities Maintenance/Construction

1. Assists with or performs maintenance, repair and construction of park facilities to include: plumbing, electrical, patching asphalt and concrete, painting, welding, sign construction and repairing playground equipment.
2. Operates and assists operators of various machines and equipment, such as loaders, tractors and attachments, back hoe, dump trucks, trenchers and trailers.
3. Performs general construction duties to include grade staking; measuring, forming, placing and finishing concrete; grading, back filling, roofing, carpentry, painting, and plumbing.

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4. Performs maintenance on the bike/hike trails including asphalt repair, flood debris removal, bridge maintenance, installation and repair.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education or additional equivalent experience. Must have a valid driver's license and maintain an insurable driving record. Must obtain a valid class A commercial driver's license with air brake and tanker endorsement within 6 months after employment.

A pesticide applicators license categories 3A and 3B is preferred if applying for a Parks Maintenance or Forestry position.

### **EXPERIENCE:**

**Forestry** - six months to one year experience in landscape/horticulture maintenance, arboriculture or an equivalent level of experience to include operation of compact loaders, chain saws, chippers and hand tools.

**Park Maintenance** - six months to one year experience in turf maintenance or an equivalent level of experience to include operation of mowing equipment, power tools, utility vehicle, sprayers and hand tools.

**Facilities Maintenance/construction** - six months to one year experience in general construction trades or facility maintenance or an equivalent level of experience to include operation of loaders, dump trucks, power tools and general construction tools and equipment.

### **SKILLS:**

1. Good oral communications skills
2. Manual dexterity
3. Attention to details
4. Project management skills, including organization, coordination of duties, and/or accomplishment of goals
5. Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.

### **MENTAL REQUIREMENTS:**

1. Ability to work in a hectic environment with many interruptions
2. Ability to prioritize multiple tasks
3. Ability to read and comprehend basic landscape plans and/or technical manuals
4. Ability to analyze safety situations
5. Ability to carry out assignments through oral and written instructions
6. Ability to work independently
7. Ability to train and guide others
8. Ability to assess situation and recommend possible solutions
9. Alpha and numeric recognition

### **PHYSICAL REQUIREMENTS:**

1. Ability to travel and tour City facilities and parks in adverse conditions
2. Ability to traverse rough terrain

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3. Ability to operate power and hand tools
4. Ability to operate City vehicles
5. Ability to work in confined spaces
6. Hand and eye coordination adequate to input computer
7. Exposure to chemicals, fumes, dust, sprays, fogs, mists
8. Exposure to heights, vibrations, high voltage and loud noises.
9. Ability to work in adverse and extreme weather and environmental conditions
10. Ability to make and receive phone calls
11. Ability to distinguish smells and colors

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Indirect  
- Temporary Laborers

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

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## ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Frequent	misc. tasks could require sitting postures
Driving	Frequent	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Frequent	various postures required to complete requirements
Squatting	Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Chain Saw	20 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Chain Saw	32 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Pole Saw	18 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Water Hydrant Meter	26 lbs	Ground to Knee	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	Knee to Waist	variable	occasional	3 gallon sprayer
Tree Segments	up to 100 lbs	Ground to Waist	variable	occasional	cut during tree removal
Empty Garbage Barrel	53 lbs	Inches off of Ground	variable	occasional	lift/primarily push/pull/roll
Bag/Bushel of Branches	40 lbs	Ground to Chest	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	Ground to Waist	variable	occasional	on / off pallet; filling spreader
Potted Flowers	10 lbs	Ground to Waist	variable	occasional	planting
Small Potted Shrubs	25 lbs	Ground to Waist	variable	occasional	planting
Large Potted Shrubs	47 lbs	Ground to Waist	variable	occasional	planting
Small Potted Tree	78 lbs	Ground to Waist	variable	occasional	planting
Large Tree w/root ball	180 lbs	Ground to inches	variable	occasional	two person-usually rolled on ground
Grass Seed	50 lbs	Ground to waist	variable	occasional	load/unload from truck
Misc. Tools	< 10 lbs	Ground to Shoulder	variable	occasional	one or two hand lift
Rototiller	114 lbs	Ground to Waist	variable	occasional	two person lift
Concrete	80 lbs.	Ground to Waist	variable	occasional	two hand lift
Chemical	50 lbs.	Ground to Waist	variable	occasional	two hand lift
Carbite Blade	62 lbs.	0-24 inches	variable	occasional	two person lift
Backing Plate	150 lbs.	0-24 inches	variable	occasional	two person lift
Rubber Blade	90 lbs.	0-24 inches	variable	occasional	two person lift
Material Spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate Doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift

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CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	0-30 feet	variable	occasional	one hand carry/tree pruning
Chain Saw	20 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Chain Saw	32 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Pole Saw	18 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Water Hydrant Meter	26 lbs	0-10 feet	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	0-100 feet	variable	occasional	3 gallon sprayer
Tree Segments	up to 100 lbs	0-30 feet	variable	occasional	cut during tree removal
Bag/Bushel of Branches	40 lbs	0-30 feet	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	0-20 feet	variable	occasional	on / off pallet; filling spreader
Potted Flowers	10 lbs	0-30 feet	variable	occasional	planting
Small Potted Shrubs	25 lbs	0-30 feet	variable	occasional	planting
Large Potted Shrubs	47 lbs	0-30 feet	variable	occasional	planting
Small Potted Tree	78 lbs	0-30 feet	variable	occasional	planting
Misc. Tools	< 10 lbs	0-30 feet	variable	occasional	one or two hand carry
Concrete	80 lbs.	0-20 feet	variable	occasional	two hand carry
Chemical	50 lbs.	0-20 feet	variable	occasional	two hand carry
Rubber Blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Carbite Blade	62 lbs.	0-10 feet	variable	occasional	two person carry
Material Spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Backing Plate	150 lbs.	0-10 feet	variable	occasional	two person carry
Tailgate Doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Branches into chipper	variable	occasional	two hand push
Dolly with 55 gal. drum	40 lbs.	occasional	two hand push
Material spinner	100 lbs.	occasional	two person push - 20 inches
Torque required to utilize tools	variable	occasional	one or two hand requirement
Snow plow	40 lbs.	occasional	two hand push

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Full gravity fed hose	23 lbs	occasional	one or two hand requirement
Full pump driven hose	18 lbs	occasional	one or two hand requirement
Engine start cord	28 lbs	occasional	one or two hand requirement
Pole Saw	27 lbs	occasional	one or two hand requirement for 20 sec vertically
Material spinner	100 lbs.	occasional	two person pull - 20 inches
Torque required to utilize tools	variable	occasional	one or two hand requirement
Snow plow	40 lbs.	occasional	two hand pull

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	frequent	type of job / tool dependent
Below Waist	frequent	type of job / tool dependent
Below Knee	frequent	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent