

CITY OF SYRACUSE
POSITION DESCRIPTION

FULL TIME PARKS MAINTENANCE WORKER

I. OBJECTIVE

- A. Take accountability for the upkeep of the parks, ballfields, cemetery and park facilities located in Syracuse.
- B. To maintain familiarity with the policies, procedures, and safety regulations as provided.
- C. To continually promote a good working relationship with all park employees and maintain a good public image for the City of Syracuse.
- D. To perform the duties of the Park Maintenance Worker and all duties as assigned by the Parks Facility Manager.

II. CEMETERY CARE RESPONSIBILITIES & INFORMATION

- A. Mow Park Hill Cemetery grass, utilizing power mowers and gas powered string trimmers. Recommended to use mulching attachment whenever possible.
- B. All head stones, after cutting, will be blown free of all grass clippings with gas powered blowers.
- C. Provide maintenance and repairs to equipment for mowing, trimming and removing clippings from head stones.
- D. Employee must meet the minimum age requirements established by law for the operation of power equipment.
- E. Intervals for Mowing: Mow and trim the Park Hill Cemetery weekly during the height of the growing season, or as needed. In early Spring and late Fall, intervals between mowing may be as long as 10-13 days, or as needed. Ensure the cemetery is well groomed during the week of Memorial Day. Mowing and trimming shall not be performed during interments.

- F. New Grave Sites: Employee shall seed and soak new grave sites, as per instructions of the Park Manager and Cemetery Sexton.
- G. Small Erosion Repair: Employee shall repair holes in the soil and small erosion wash outs due to rainfall. Should the repair prove to be extensive and require additional equipment, employee shall report to the Park Manager the location of erosion.
- H. Additional Helpful Information: The cemetery is approximately 10 acres and there are in excess of 2500-3000 head stones, which need to be trimmed around EVERY mowing. More hours are spent on string trimming than mowing.
- I. Employee needs to be a self-starter. The community has a very strong presence in our cemetery.

III. CITY PARKS & FACILITIES RESPONSIBILITIES

- A. Ballfield Maintenance: haul diamond pro, tilling, mowing, marking for games, general upkeep. End of season-store equipment.
- B. Carpentry Needs: various fixing of equipment.
- C. Equipment: power tools, push and riding mowers: breakdown, service, maintenance, and winterization.
- D. General Park Cleaning: debris, litter, bathrooms, fountains.
- E. Park Ground: mowing, fertilizing, seeding, spraying, reseeding in spring, herbicide application. Park Grounds include Williams Park, complex, and pool ground.
- F. Playground Equipment: repair, painting, and maintenance.
- G. Plumbing: Williams Park bathrooms, complex, and pool.
- H. Picnic Tables and Benches: build, paint, and repair.
- I. Park Signs: Paint/refurbish

- J. Pool: assist in spring maintenance such as painting, caulking, etc., work at pool as needed.
- K. Special Events: assist Parks Facility Manager with set-up.
- L. Tree and Shrub Work: cutting down, hauling away, trimming, stump pickup, clean-up.
- M. Shelters: maintenance, general upkeep, and cleaning.
- N. Willing to work all weekends, especially for big tournaments.

IV. RELATIONSHIP

- A. Reports to
 - 1. Parks Facility Manager
- B. Coordinates and cooperates with:
 - 1. Recreation Coordinator
 - 2. City Clerk
 - 3. Mayor and City Council
 - 4. City Employees and appointed officials and boards.
 - 5. Public- should maintain a friendly attitude in all contacts with the public

IV. AUTHORITY AND ACCOUNTABILITY

- A. The Parks Facility Manager has the authority over and accountability for all park employees.

V. QUALIFICATIONS

- A. Must be at least 16 years old.
- B. Must possess current Nebraska driver's license.
- C. Ability to operate and maintain all equipment and facilities in the Parks and Recreation Department.

- D. Experience in equipment operation, outdoor labor, and physical work dealing with responsibilities.
- E. Sufficient knowledge in overall park operations and skill to perform all of the park duties safely.