

CITY OF SYRACUSE
POSITION DESCRIPTION

SEASONAL PARKS MAINTENANCE WORKER

I. OBJECTIVE

- A. Take accountability for the upkeep of the parks, ballfields, cemetery and park facilities located in Syracuse.
- B. To proficiently perform the work required in the constructions, and operations of park maintenance and all other duties assigned by the Mayor, the Parks and Rec Manager, and the Park Lead Worker.
- C. To maintain familiarity with the policies, procedures, and safety regulations as provided.
- D. To continually promote a good working relationship with all park employees and maintain a good public image for the City of Syracuse.
- E. To perform the duties of the Park Maintenance Worker and all duties as assigned by the Parks and Rec Manager and Parks Facility Lead worker.
- F. Hours to be assigned and turned into Park Manager. (Park Lead may also help with assignments)

II. CITY PARKS & FACILITIES RESPONSIBILITIES

- A. Ballfield Maintenance: haul diamond pro, tilling, mowing, marking for games, general upkeep. End of season-store equipment. Keeping fields and restrooms in clean and well maintained for the public. Keeping fields trimmed and weed-free. Includes practice fields as well as complex fields.
- B. Carpentry Needs: various fixing of equipment. And duties as assigned.
- 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. Weed eat city creeks. Park Grounds include Williams Park, complex, and pool ground.
- F. Playground Equipment: repair, painting, signs, and maintenance. All other duties as assigned.

- 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. Spring pool setup and fall pool winterization. All other duties as assigned.
- K. Special Events: assist Maintenance Lead worker and Parks Facility Manager with set-up.
- L. Work recreational events that will be shared with Parks Maintenance Lead and Parks and Rec Manager. Learn the use of the schools and equipment for hosting home events for the rec program. This will require some weekend and after-hours times when hosting special events.
- M. Tree and Shrub Work: cutting down, hauling away, trimming, stump pickup, clean-up.
- N. Shelters: maintenance, general upkeep, cleaning and preparations for rentals. Prepare for all public rentals.
- O. Willing to work all weekends/evenings for recreational events, especially tournaments.
- P. Participates in safety and training sessions provided by the City of Syracuse.
- Q. Maintenance and upkeep of all vehicles and equipment.
- R. Removal of snow from park walkways and City Office.
- S. Order supplies needed with the assistance of the Lead Maintenance Worker.
- T. Help with budget creating, projects and supplies.
- U. Perform all other duties as assigned.

III. 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. Maintenance, cleaning, and upkeep of the picnic shelter and preparation for rentals as well as communications with the community member that is renting. Ensure that public has a clean and positive experience when renting facilities.
- I. 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.
- J. Employee needs to be a self-starter. The community has a very strong presence in our cemetery.

IV. RELATIONSHIP

- A. Reports to
 - 1. Parks Facility Manager
 - 2. Park Maintenance Lead Worker
 - 3. Cemetery Board
- B. Coordinates and cooperates with:
 - 1. Parks and Rec Manager
 - 2. Parks Maintenance Lead Worker
 - 3. City Administrator

4. City Clerk
5. Mayor and City Council
6. City Employees and appointed officials and boards.
7. Business people and departments as required by job task. Including Pool Manager.
8. Public- To continually put forth a good public image for the City of Syracuse by maintaining a proper appearance and a friendly attitude in all contacts to the public.

V. AUTHORITY AND ACCOUNTABILITY

- A. The Parks Facility Manager has the authority over and accountability for all park employees.
- B. Park Maintenance Worker is accountable to the Mayor and other city departments for the excellent and efficient accomplishment of their duties.

VI. QUALIFICATIONS

- A. College degree, High school diploma, GED or appropriate work experiences.
- B. Sufficient knowledge in overall park operations and physical skill to perform all of his/her duties safely and efficiently.
- C. Ability to handle people and maintain 'good' public relations.
- D. Experience in equipment operation, outdoor labor, and physical work dealing with responsibilities.

VII. SPECIAL REQUIREMENTS

- A. All employees hired to be on a six-month probationary period.
- B. Possession of valid driver's license.
- C. CPR Certified.
- D. Accessible Telephone on person.
- E. Be located within a 10min response time during operating hours.