



# Parks & Recreation Maintenance Worker III—non-exempt Grade 34

City of Muskogee

Updated 08/2019

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## CLASS TITLE: Parks and Recreation Maintenance Worker III

### PURPOSE OF THE CLASSIFICATION:

Acts as a working lead person in performing a variety of unskilled, semi-skilled and skilled tasks; performs as a member of a work group or oversees workers on individual job assignments engaged in planned or scheduled general maintenance or renovation activities involving City properties and facilities and other related assigned duties.

### ESSENTIAL TASKS:

- Oversees and operates hand tools, power tools, light trucks, tractors and small equipment including push mower, riding mower and weed trimmer.
- Oversees the operation of and maintenance of park areas; picks up trash and debris, cleans restrooms and office/break room areas.
- Oversees and participates in the repair and maintenance of City parks, fences, playground equipment, sports fields, irrigation systems and other related facilities.
- Performs lead work and directs and participates with a group of workers involved in a wide variety of planned and scheduled horticulture and maintenance activities including pruning shrubs, trimming trees, planting flowers and shrubs using hand tools; applying pesticides, herbicides and watering landscaped areas.
- Performs special events set-up.
- Digs ditches and trenches, lays pipe, installs and repairs valves.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

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.

### REPORTING RELATIONSHIPS:

The Parks and Recreation Maintenance Worker III reports directly to the Parks and Recreation Maintenance Leader I.

The Parks and Recreation Maintenance Worker III oversees the work of seasonal temp positions.

### QUALIFICATIONS:

Training and Experience: High school diploma or equivalent and two (2) years of experience as a trades helper or maintenance laborer in any of the construction and maintenance trades with at least one (1) year of experience leading and coordinating or providing general crew oversight or supervision required. Preference will be given to those with experience involving the operation of light to medium construction equipment.

Knowledge, Abilities and Skills: Considerable knowledge of horticulture, manual labor work practices, methods, tools and materials of varied, semi-skilled maintenance work; and considerable knowledge of the hazards and safety precautions of the work. Ability to understand and follow verbal and written instructions; ability to lead a group of workers performing manual labor for extended periods of time in varying weather conditions; ability to use and instruct others in the use of mechanical tools and equipment; ability to operate and instruct others in the use of various types of automotive and power equipment; ability to read and interpret plans and specifications; ability to plan and oversee the work of semi-skilled and skilled workers; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include occasional walking

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and standing; frequent lifting of up to ten (10) pounds and carrying of objects weighing up to five (5) pounds; occasional lifting of up to sixty (60) pounds and carrying of up to twenty (20) pounds; frequent reaching, handling and twisting; occasional balancing, stooping, kneeling, crawling and climbing; vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

**Licenses and Certificates:** Possession of a valid Oklahoma Class D driver's license is required. Requires an Oklahoma Certified Chemical Applicator's License (or ability to obtain one within nine (9) months of appointment).

**WORKING ENVIRONMENT:** Work in this classification is primarily outdoors. Will travel to other City locations as required. Exposure to wet, hot, cold and/or humid conditions. Requires ability to work weekends and holidays as required.

**Notice:** This classification is a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or the Oklahoma Medical Marijuana laws. As a "safety sensitive" classification, you will be subject to drug and alcohol testing including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process or the consequences of testing positive for marijuana.

**STARTING PAY:** \$13.19/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

**WORK HOURS:** 7:00 a.m. to 3:30 p.m., Monday through Friday. Requires ability to work weekends and holidays as required.

**WORK LOCATION:** City of Muskogee Parks and Recreation Department, Parks Division, 1400 Honor Heights Drive., Muskogee, Oklahoma.

**RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION.** We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 229 West Okmulgee Avenue (the three story red brick building (Muskogee Municipal Building) at the southeast corner of 3<sup>rd</sup> Street and Okmulgee Avenue). The Human Resources Department is located on the First Floor, Room 102. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: [jkennedy@muskogeeonline.org](mailto:jkennedy@muskogeeonline.org). If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

**DEADLINE FOR APPLICATIONS:** There is no deadline for applications for this position – it will be open until filled.

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