



JOB DESCRIPTION

January, 2016
FLSA: NON-EXEMPT

EVALUATION FORM

POSITION TITLE: PARK FACILITY WORKER
DEPARTMENT: PARK
REPORTS TO: ASSIGNED SUPERVISORY STAFF
SUPERVISION GIVEN TO: N/A

EMPLOYEE NAME: _____ **SIGNED:** _____

EVALUATION PERIOD: _____ **EVALUATION DUE:** _____

The following statements are intended to describe the major elements and requirements of the position and should not be taken as an all-inclusive list of responsibilities, duties, and skills required of individuals assigned to this job.

JOB SUMMARY: Under direct supervision, assists full-time parks maintenance staff with facility and grounds maintenance; performs a variety of unskilled and semi-skilled tasks in the maintenance and cleaning of parks, facilities, and buildings; and performs related work as required.

EDUCATION, EXPERIENCE, TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to graduation from high school.
2. One (1) year of performing basic maintenance work.
3. Possession of, or ability to obtain, an appropriate valid driver’s license.

CLASS CHARACTERISTICS

This is the first working level in the parks and facilities maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn District infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence.

PERFORMANCE EVALUATION INSTRUCTIONS: SCORE EACH CATEGORY BASED ON THE FOLLOWING CRITERIA:			
3 MEETS AND EXCEEDS ALL STANDARDS	2 MEETS ALL STANDARDS	1 MEETS SOME STANDARDS -SOME IMPROVEMENT NEEDED	0 IMPROVEMENT NEEDED
***NOTE: Please refer to “Position Responsibilities and Evaluation Ratings” for more detailed information about the ratings.			

SECTION I: PERFORMANCE ACCOUNTABILITY

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

A. ESSENTIAL JOB FUNCTIONS

		RATING
1.	Performs a variety of routine unskilled and semi-skilled landscape maintenance duties, including mowing and fertilizing fields.	
2.	Cleans grounds and park facilities; pulls weeds, picks up litter, rakes leaves and debris, empties trash bins, and performs minor custodial work.	
3.	Assists in basic construction, maintenance, and repair, including carpentry, plumbing, and electrical work.	
4.	Prepares athletic fields for games, including watering, lining, and dragging the fields.	
5.	Performs construction, modification, maintenance, and repair work on District parks and facilities.	

B. KNOWLEDGE OF WORK

		RATING
1.	Maintenance principles, practices, tools, and materials for maintaining and repairing parks and facilities.	
2.	The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.	
3.	Safety equipment and practices related to the work.	
4.	Safe driving rules and practices.	
5.	Techniques for providing a high level of customer service to public and District staff, in person, via computer, and over the telephone.	
6.	English usage, grammar, spelling, vocabulary, and punctuation.	

C. DUTIES AND RESPONSIBILITIES

		RATING
1.	Performs heavy manual labor for extended periods of time in all types of weather.	
2.	Works with heavy equipment requiring good motor coordination and physical strength.	
3.	Understands and follows oral and written instructions.	
4.	Safely and effectively uses and operates hand tools, mechanical equipment, power tools, and equipment required for the work.	
5.	Performs routine equipment maintenance.	
7.	Follows departmental policies and procedures related to assigned duties.	
8.	Establishes, maintains, and fosters positive and harmonious working relationships with those contacted in the course of work.	
9.	Uses English effectively to communicate in person, over the telephone, and in writing.	
10.	Performs other duties as assigned.	