

 **City of Pendleton**

 **Job Description**

 **Parks Department Utility Worker**

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| **Department**: Parks and Cemetery  | **FLSA**: Non Exempt |
| **Reports to**: Parks & Recreation Supervisor  | **Representation**: SEIU |
| **Pay Range**: 14-21  | **Date**: May, 2016 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Under direct supervision, operates and maintains power equipment, trucks, light machinery and performs other labor required to landscape and maintain parks and cemetery grounds and associated amenities for the City of Pendleton.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose)*

1. Parks Using tractors with attachments, riding mowers, push mowers, mechanical power equipment, snow blowers and basic hand tools, is responsible for maintaining city parks and cemetery grounds including lawn areas, landscaped areas, sidewalks, park paths, parking lots, and cemetery roads. Operates trucks and other transportation equipment as required. Daily mower safety inspection and report.
2. Landscaping Assists in the cultivation and care of shrubs, trees, flowers and lawn turf as directed, including trimming, pruning, planting or removing, and manual or herbicide control of weeds in turf and shrub beds.
3. Irrigation Assists with major and minor irrigation repair and maintenance and scheduling which may include digging, laying pipe, backfilling and associated tasks.
4. Amenities Repairs and maintains drinking fountains, restrooms, shelters, barbecues, picnic tables, benches, walk bridges, fencing, tennis courts, and playground and exercise equipment.

1. Garbage/litter control and Restroom cleaning. Pick-up ground litter and empty trash containers located in city parks and cemetery. Includes cleaning and restocking public bathrooms.
2. Cemetery Assists with cemetery stone pouring and setting, grave locating, layout and excavation, grave setup, breakdown and filling.
3. Emergency Response Respond to calls for emergency service, including water shut off, cleaning up branches, downed trees, etc. from wind storm damage and snow removal.
4. Specialty Function Any Utility Worker may be assigned responsibility for a specific utility function in the Parks & Cemetery Department, or be cross-trained in one or more of these areas:

 a. Cemetery – This assignment has primary responsibility for locating graves, excavating and filling graves, pouring and setting grave stones, preparing sites for funerals (setting up chairs, tents, etc.), conducting interments and inurnments, coordinating prep for special holidays, including setting out flags on certain national holidays.

 b. Landscaping – Responsible for planning and preparing for each growing season, including: developing a plan for the seasonal plantings at various City parks, buildings, and other landscaped areas. Prepares orders for seeds, starts and other plant material. Responsible for any seeds to be started in the greenhouse, and watering and cultivating seedlings to maturity for planting. Coordinates the distribution, location and planting of flowers, shrubs, trees or other plant material in the Spring. May direct seasonal employees to accomplish this task. Make recommendations to the Parks Director for changes or improvements to landscaped areas.

 c. Irrigation – Has primary responsibility for the irrigation systems in various City parks. Will set up and monitor automated watering systems to ensure maximum water efficiency. Makes adjustments as needed to watering schedule based on weather considerations. Has primary responsibility for maintaining the irrigation system and making repairs as needed. May recommend to the Parks Director expansion, changes or improvements to the irrigation system.

d. Mechanical – Accountable for maintenance activities related to Parks Department equipment that may include: performing routine maintenance and repairs to tractors, mowers, weedeaters, edgers, chainsaws and other motorized equipment. May be responsible to coordinate repairs with outside shops for more difficult or advanced repairs.

The tasks listed under the heading of **Essential Duties/ Major Responsibilities** are examples of the variety and general nature of duties performed by employees in positions allocated in the class Utility Worker 1. The list is descriptive only and should be used for no other purpose. It is not intended that any position description include every duty listed, nor is it intended that related duties cannot be performed.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Monthly Vehicle safety inspection and report.
2. Vehicle, mower, tractor, and power equipment maintenance and cleaning as required.
3. Keep work areas neat, clean and hazard free.
4. Assist other city departments as directed.
5. May do some light welding.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Utility Worker 1 for the Parks and Cemetery department is considered an entry level position. This position does not require heavy equipment experience. However, Utility worker 1 may train on such equipment under the supervision and instruction of an employee possessing a Competent Person Certificate, with the approval of the supervisor. Utility Worker 2 is distinguished from a Utility Worker 1 by the presence of advance skills generally acquired from experience and time on the job. A Utility Worker 3 is distinguished from a Utility Worker 1 or 2 by the presence of assigned lead worker responsibilities. This includes assigning and directing the work of other employees (usually in a specific area of responsibility), demonstrating, teaching and developing skills, mentoring (includes guiding and correcting), modeling appropriate behavior, and reporting performance problems to the supervisor. A lead worker will typically be assigned primary responsibility for one of the specialty functions listed in the Essential Functions above, but not all specialty functions are necessarily assigned to lead workers.

**JOB SPECIFICATIONS:** (Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is preferred. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: One year of experience in operating the machinery and tools used in grounds keeping work or any combination of related experience and education from which knowledge and ability can be acquired which totals one year.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. May be required to obtain a pesticide/herbicide applicators license, playground safety or other certification, depending on assignment.

 **3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods, tools, materials and equipment used in park maintenance.
2. General mechanical aptitude and ability to perform manual tasks without supervision.
3. Knowledge of safety standards, practices and procedures applicable to area of assignment.
4. Ability to read and understand written instructions, policies and operations manuals in English.
5. Ability to respond to emergencies on a 24 hour basis.
6. Ability to work independently in the absence of supervision.
7. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors, and employees.
8. Ability to communicate effectively orally and in writing in English.

1. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, etc.), attend meetings, training, etc.
2. Ability to establish and maintain effective working relationships.
3. Ability to work as a positive and effective team member.
4. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
5. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Pickup and trailer, tractors, riding mowers, ditch witch, gator, light trucks, dump trucks, truck and trailer
2. Variety of hand tools as well as power tools such as Basic hand tools, wrenches, screw drivers, hammers, ratchets, hand saws, shovels, picks, rakes, breaking bars, posthole diggers, brooms, hydraulic jacks, jack hammers and air tools and welder.
3. Hand held and backpack blowers, push mower, string trimmer, hedge trimmer, pressure washer, mule lift, circular saw, chain saw, miter saw, cutoff saw, reciprocating saw, jig saw, drill, drill press, grinders, chipper, edger, over seeder, paint sprayer, powered herbicide sprayer, backpack sprayer, snow blower, jack hammers, roto hammer, sanders and sand blaster.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. A Utility Worker 3 is assigned lead worker responsibilities. This includes assigning and directing the work of other employees (usually in a specific area of responsibility), demonstrating, teaching and developing skills, mentoring (includes guiding and correcting), modeling appropriate behavior, and reporting performance problems to the supervisor.
3. This position reports to the Parks Supervisor. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[ ]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[x]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily outdoors. Work is most often outdoors and includes exposure to weather extremes.
2. Strength Rating (see attached definitions) is: Heavy .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment 10%

[x]  Exposure to toxic elements/hazardous chemicals 5%

[x]  Work at heights in excess of 20 feet 1%

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) 1%

[x]  Exposure to weather or temperature extremes 10%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[x]  Risk of injury: work in unpredictable environment (list) 1%

[x]  Significant physical exertion required to complete construction projects 5%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday; September to April and 6:00 a.m. – 2:30 p.m. April to September, however persons in this classification may be called to work on weekends for funerals or special events. Variations include (check all that apply):

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 12/4/09

Revised: May, 2016

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date