

CITY OF SHELBYVILLE, TENNESSEE
MAINTENANCE WORKER (FULL-TIME)

DEFINITION:

The employee is responsible for performing maintenance tasks of a semi-skilled or skilled nature: cutting grass, landscaping, loading and unloading dirt, gravel, trash and other debris, including collection and disposal of refuse at park facilities. Duties also include field maintenance of the playing areas under the direct supervision of the Maintenance Supervisor and general supervision of Director.

Instructions to the employee are generally specific: however, there are times the employee must consider, and may be directed by the supervisor and director to consider different courses of action to complete the tasks.

The employee will be responsible for supervising part-time/seasonal employees, as well as inmate labor when necessary.

BENEFITS:

This is a full-time position with an hourly rate of \$13.20, plus benefits. The employee will work four 10-hour days. Work hours are 6am-4:30pm.

EQUIPMENT/JOB LOCATION:

- The employee will operate light duty vehicles, tractors, riding or push mowers, weed eaters, chain saws, rakes, shovels, and other hand tools and power equipment as needed.
- Work is performed mainly outdoors and some tasks will be performed regardless of weather conditions.
- The employee may be exposed to tobacco smoke, fumes & chemicals, toxic substances, foul odors, loud noise, dirt, dust, sharp tools and machinery with moving parts.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical activities include climbing, stooping, standing, walking, pushing, pulling, lifting, reaching, handling, grasping, and repetitive motions.
- The employee may be required to lift objects weighing more than 25 pounds.
- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally.
- Also includes the necessity to communicate by talking, hearing/listening.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, to determine accuracy and thoroughness of work, and observation of general surroundings.

ESSENTIAL FUNCTIONS OF THE JOB:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Cuts grass with hand tools or power equipment.
2. Responsible for landscaping duties including maintenance of landscaped beds, planting flowers and trees, trimming trees and bushes, and keeping landscaped beds free of weeds and grass.
3. Loads and unloads dirt, gravel and other debris.

4. Cleans, maintains and services equipment and tools.
5. Must perform heavy manual labor for extended periods under some unfavorable climatic conditions, frequently lifting objects over 25 pounds.
6. Preparation of all athletic fields at the park facilities.
7. Picks up all trash in the area and disposes of properly.
8. Clean and restock restrooms daily.
9. Responsible for cleaning pavilions.
10. Any other tasks as may be required to accomplish the essential functions of the position as set out herein.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of practices used in the operation of equipment.
2. Knowledge of grounds maintenance.
3. Knowledge of landscaping and proper tree maintenance.
4. Knowledge of safety precautions.
5. Knowledge of the materials and equipment used to prepare athletic fields.
6. Knowledge of occupation hazards.
7. Knowledge of electrical work, plumbing and welding are helpful.
8. Ability to establish and maintain an effective working relationship with the general public and fellow employees.
9. Ability to understand oral and written instructions.
10. Ability to work with machinery and sharp tools.

QUALIFICATIONS:

- Minimum of 18 years old to apply.
- A valid Tennessee driver's license.
- Must be able to lift heavy objects on a repetitive basis.
- Safety shoes must be worn at all times.
- Must pass a physical, drug screen test, and background check.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Maintenance Worker (FT) for the City of Shelbyville Parks & Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the essential function of the job as outlined with or without a reasonable accommodation?

Yes _____ No _____

Signature

Date