

CITY OF SPANISH FORT

JOB DESCRIPTION

TITLE: MAINTENANCE AND GROUNDS

DEPARTMENT: PUBLIC WORKS

JOB DESCRIPTION PREPARED: MARCH 2003

NOTE: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this job classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included this description.

RELATIONSHIPS

Reports to: Mayor or Building/Zoning Official

Subordinate staff: None

Other internal contacts: Department Heads and Employees

External contacts: General Public

JOB SUMMARY

This employee will perform manual work and labor of a routine nature. Work includes, but shall not be limited to, maintaining City grounds, landscaping numerous locations, operating maintenance equipment, operating motor vehicles, performing routine manual labor activities such as watering and cutting grass, trimming shrubs, and planting flowerbeds. This employee will also perform related work in other areas as needed.

JOB DOMAINS

A. GENERAL LABOR

1. Maintain City grounds and landscaping for numerous locations. Cut grass, weed and brush; trim tree branches obstructing intersections; clean culverts, drains, and ditches; load and unload trucks; spread asphalt; erect road signs; and remove obstructions from streets and roads
such as animal carcasses.
2. Operate and maintain equipment and other City vehicles.

3. Clean and maintain rights-of-ways, assist in street and roadway repairs and participate in public improvement projects as needed.
4. Move furniture or other heavy equipment.
5. Supervise inmates.
6. Perform any other related work as assigned.

B. MAINTENANCE

1. Maintain grounds, including, but not limited to, cutting weeds, cutting grass, spraying for ants, trimming trees and bushes, cleaning off sidewalks and general maintenance of all areas in the City that are maintained by the City, such as: City Parks, City Hall, and Recreational Property.
2. Handle general maintenance including, but not limited to, painting, changing lights, removing trash and general maintenance of recreational facilities.
3. Maintain equipment.

C. OPERATOR

1. Operate lawn mower, tractor, weed-eater, chainsaw, mosquito sprayer and other equipment as necessary.
2. Operate tractor to maintain grounds using various attachments such as box blades, disc, sprayer, etc.

KNOWLEDGE, SKILLS AND ABILITIES

1. Verbal skills to communicate with Supervisor, general public and co-workers.
2. Reading skills to read instruction manuals.
3. Skill in operation of equipment and tools.
4. Driving skills to safely operate vehicles.
5. Listening skills to follow verbal instructions.
6. Knowledge of landscaping materials and practices.
7. Knowledge of City rules, regulations, policies and procedures.

8. Mechanical skills to perform routine maintenance checks on lawn and landscaping equipment.
9. Knowledge of safety rules, including accident causation and prevention.

OTHER CHARACTERISTICS

1. Prefer high school diploma or its equivalent or related work experience.
2. Possess a valid Alabama driver's license.
3. Willing to work overtime, non-standard hours, weekends and holidays as needed.
4. Perform related duties as required.

WORK ENVIRONMENT

The work involves moderate risks which requires special safety precautions. The employee may be required to come into contact with contagious diseases or irritant chemicals. Employee may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles or shields.

PHYSICAL DEMANDS

The work requires physical exertion such as long periods of standing, walking over rough, uneven, or rocky surfaces, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of heavy items such as typewriters, record boxes, maintenance equipment, construction material, etc; working at heights or in extreme outdoor weather conditions. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.