**City of Bay City**

**Job Description**

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| **POSITION TITLE**: | Park Specialist |  | **SALARY RANGE**: | $12/hour |
| **FLSA STATUS**: | Non-Exempt |  | **SHIFT**: | 1 -9 p.m. Thursday - Monday |
| **LOCATION**: | Armory Building/Parks |  | **DEPARTMENT**: | Parks & Recreation |
| **REPORTS TO**: | Parks & Recreation Supervisor |  | **DIVISION**: | Parks |
| **SUPERVISES**: | None |  | **APPROVED:** |  |

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**Job Summary:**

Under supervision, participates in all activities relating to mowing, trimming and spraying of city property and city facilities.

**Essential Duties and Responsibilities:**

* Perform maintenance and cleaning of city buildings, city parks, and athletic fields.
* Substantial amount of janitorial and custodial duties involving restrooms, facilities and park grounds.
* Performs repairs and project work as assigned.
* Set up, take down, and work Parks and Recreation events and programs.
* Work with minimum supervision and make decisions regarding safe and effective repair methods.
* Mows, sprays and trims Park properties and assigned city properties
* Prepares bi-weekly inspection reports and turns into the PARD Supervisor
* Ensure proper routine maintenance of equipment. Reports maintenance issues to PARD Supervisor
* Sprays for weeds and pest in accordance to state regulations. Prepares proper reports to ensure compliance
* Inspects flora in parks – prepares beds for plantings and trims trees (hazards) as needed.
* Inspects Parks for hazards - removes or isolates hazards
* Reports hazards to PARD Supervisor
* Performs routine tree trimming in fall.
* Insures assignments are completed to the standards set forth by the Parks and Recreation Supervisor.
* Read and understand written job instructions.
* Operate City Vehicle to drive between job sites.
* Use good judgment to work safely and use equipment properly.
* Communicates effectively and courteously with the public.
* Subject to afterhours call out for emergency situations and afterhours Parks and Recreation events and programs.
* Other duties as assigned.

**Other Job Functions:**

* Lifts and carriers up to 100 lbs; and pulls, pushes, or drags up to 150 lbs of repair equipment and materials.
* Safely operates mowers and handles small tools including weed eaters, edgers, shovels, etc.
* Climbs, crawls, kneels, squats, stoops, and bends freely when driving or participating in Parks and Recreation repairs.
* Sits or stands for extended periods of time while driving or participating in Parks and Recreation repairs.
* Hear clearly when working around equipment and in traffic, using proper safety precautions.
* Work indoors and outdoors in extreme temperatures including heat, cold, temperatures swings, and inclement weather.
* Some exposure to dust, fumes, and loud noises that are routinely encountered in Parks and Recreation maintenance operations, using proper safety precautions.

**Education and/or Experience:**

* High School Diploma or GED.
* Valid Texas Driver License.

**Experience, Training, Knowledge and Skills:**

* Read and write in English
* Comprehend Safety Instructions.

**Expectations of All City Employees**:

* Support City and Department goals and objectives.
* Serve and meet the needs of our citizens.
* Ability and willingness to work as part of a team, demonstrate team skills, and perform a fair share of team responsibilities.
* Plan and organize his/her work, time and resources, and, if applicable, that of subordinates.
* Contribute to the development of others, to the Department, and the City.
* Produce desired work outcomes including quality, quantity and timeliness.
* Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
* Understand and value differences in employees and value input from others.
* Consistently report to work and work assignments prepared and on schedule.
* Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**Supervisory Responsibilities**:

* None

**Supervision Received**:

Receives direction from Parks and Recreation Supervisor, Parks and Recreation Director and on occasion, from more experienced staff.

**Working Hours**:

Normal working hours are from 1 p.m. – 9 p.m. Thursday – Monday.

**Physical Demands of the Position:**

* Endurance/Moving About: Frequently (2/3 or more of the time). Move from location to location.
* Endurance/Overall Strength: Heavy work. Exerts force and/or lifts or carries objects weighing up to 60 pounds occasionally.
* Walking: Frequently (1/3 or less of the time). Move about on foot.
* Sitting: Constantly (up to 2/3 of the time).
* Lifting/Carrying: Periodic. Lift by manually raising or lowering an object from one level to another (including upward pulling) up to 50 pounds, and/or carry transport and object, usually holding it in the hands or arms, or on the shoulder up to 50 pounds.
* Pushing/Pulling: Periodic. Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions) up to 75 pounds; and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).
* Controls: Frequently (1/3 or less of the time). Use one or both arms and/or hands and /or one or either feet or legs to move controls on machinery or equipment.
* Climbing: Periodic. Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and /or hands and arms.
* Balancing: Periodic. Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
* Bending/Stooping: Periodic. Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.
* Kneeling/Crouching: Periodic. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
* Crawling: Periodic. Move about on the hands and knees or hands and feet.
* Reaching: Constantly (2/3 or more of the time). Extend hands and arms in any direction.
* Handling: Constantly (up to 2/3 of the time). Seize, hold, grasp, turn or otherwise work with the hand or hands.
* Rotation: Frequently (1/3 to 2/3 of the time). Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
* Talking: Frequently (1/3 to 2/3 of the time). Express or exchange ideas by means of the spoken word to impart oral information to customers or citizens and convey detailed spoken instructions to other co-workers accurately, loudly or quickly.
* Hearing: Constantly (2/3 or more of the time). Perceive the nature of sounds by the ear.
* Seeing: Constantly (2/3 or more of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects.
* Reading: Read written reports and instructions.
* Writing: Able to accurately record information and summary of events.

**Working Conditions**:

* Location: Both inside and outside. Work is spent mainly outside (where there may be no effective protection from weather) and breaks are inside (where there is protection from weather, but not necessarily from temperature changes).
* Extreme Cold: Endure temperature(s) sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
* Extreme Heat: Endure temperature(s) sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
* Wet Conditions: Endure contact with water or other liquids.
* Noise / Vibration: Periodic. Occasionally endure noises, either constant or intermittent while at work sites.
* Smell: Fumes chemicals, or toxic substances.
* Shift work (including weekends and holidays) may be required.

**Miscellaneous:**

**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 if the work is similar, related, or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the City of Bay City and the employee and is subject to change by the City of Bay City as the needs of the City and requirements of the job change. The City of Bay City is an Equal Opportunity Employer.**

**In compliance with the American’s with Disability Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

**Formal application or letter of interest, rating of education and experience; oral interview, reference and criminal background checks, and drug screens are required. In addition, job related tests may also be required.**