Job Description

Job Title:	Lead Parks Caretaker	Classification:	Classified
Department:	Parks and Recreation	Grade:	170
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision and depending on the department and division assigned; performs strenuous unskilled and a variety of semi-skilled building maintenance, landscape, grounds maintenance, and carpentry involving operation of light to medium motorized equipment. Supervises and directs seasonal crews; serves as acting Parks Maintenance Superintendent.

Essential Job Functions

Management reserves the rights 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. Regular and consistent attendance for the assigned work schedule is essential.

1. Mows lawns, trims plants and shrubs, and prunes bushes and trees utilizing operating equipment such as riding lawn mowers, tractor gang mowers, weed-eaters, backhoe, skid-steer, articulating loader, other heavy equipment, and pickup trucks.
2. Operates snow removal equipment including snow plow, front-end loader, and dump truck.
3. Vacuums and hauls leaves.
4. Applies insecticides and herbicides using a variety of application techniques.
5. Supervises full-time personnel and/or summer crews of temporary/seasonal workers.
6. Performs a variety of building maintenance and repair tasks including painting, basic carpentry, and installing and repairing plumbing fixtures.
7. Performs a variety of routine equipment maintenance including oil changes and lubrication.
8. Checks equipment regularly; reports problems or malfunctions to supervisor.
9. Maintains and repairs sprinkler systems and pumps.
10. Assists with new construction and/or renovation/restoration projects.
11. Troubleshoots electrical issues, equipment malfunction and repairs, playground equipment or grounds safety hazardous; implements procedures to ensure safety of users.
12. Trains new and/or seasonal personnel in the operation of a variety of landscaping and groundskeeping tools and equipment.
13. Inspects equipment used for landscaping/groundskeeping activities; performing routine maintenance and making minor repairs.

Other Duties

- Depending on assignment, may train and direct the work of seasonal staff as needed.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Operating procedures and techniques for variety of buildings and grounds maintenance tools and equipment; carpentry and painting procedures; general grounds/landscape maintenance procedures including the application of herbicides and insecticides; principles, practices, methods, and materials used in building construction; principles of supervision; maintenance and/or repair work; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other City employees and the public; understanding and following oral and written instructions; operating and maintaining a variety of light and medium maintenance and/or construction equipment; operating and maintaining assigned heavy power tools and equipment; operating equipment and tools safely to reduce risk to self or others; evaluating, training, and coaching subordinate personnel; analyzing work volume and efficiently utilizing personnel and available resources to accomplish until objectives; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Two years of full-time buildings and grounds maintenance work experience required. Experience in general construction is preferred.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with appropriate endorsements within 90 days of appointment.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	