

Position Description

<u>Position Title</u>	
<i>Park Maintenance Worker</i>	
<u>Pay:</u> \$13.32 - \$19.01 per hour	<u>Pay Grade:</u> 3
<u>Obligation:</u> Full-Time	<u>FLSA Status:</u> Non-Exempt
<u>Department:</u> Parks & Recreation	<u>Job Group:</u> Parks

Job Summary

Maintain and make improvements to all park grounds, amenities and facilities, as assigned. Perform general carpentry, painting, electrical, plumbing and related maintenance, repair, inspection, remodeling and service work on park facilities and grounds. May be assigned maintenance tasks for other City departments. May be subject to emergency call-out and must be able to work overtime including nights, weekends, holidays, and stand-by, as required.

Essential Functions

- Perform routine maintenance of park facilities and amenities that include play structures, buildings, athletic fields and related amenities
- Perform routine maintenance of park grounds that include string-trimming, mowing, general landscaping and litter/debris removal
- Routine janitorial responsibilities of park facilities that include the cleaning of park shelters, restrooms, play structures, athletic field structures and the emptying of trash barrels
- Preparation of athletic fields for games and practices that include infield grooming, lining and setting bases/markers
- Perform routine maintenance of City right-of-way and easements that includes string-trimming, mowing and litter/debris removal
- Responsible for park, trail and city parking lot snow removal
- Performs general park facility maintenance, repair and renovation to include general carpentry, plumbing, electrical, and flat work related tasks
- Operates a variety of mechanical tools and equipment such as power tools, trimming and pruning equipment, paint sprayers as well as large mechanical equipment including trucks, mowers, tractors, skid steer, etc.
- Prepares reports, including work orders, maintenance logs and compliance reports
- Identifies shoring and barricading needs in the field and appropriate utility safety precautions related to work being performed
- Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas

- Monitors equipment operations to maintain efficiency and safety
- Performs general tasks in support of Department and City special events; sets up areas for events; lifts, moves equipment, furniture, and heavy materials; checks electrical outlets for power; loads, transports, and unloads equipment
- Works alongside Public Works staff for various inter-department tasks and projects
- Performs all work duties and activities in accordance with City policies and procedures
- Works in a safe manner and reports unsafe activity and conditions
- Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook
- Performs all other duties as assigned

Knowledge, Abilities and Skills

Knowledge of:

- General commercial building trade skills, including but not limited to carpentry, plumbing, and electrical systems
- Methods, materials, tools and standard practices regarding carpentry, plumbing and electrical construction and repair
- Methods, materials, tools and standard practices regarding park and facility grounds maintenance
- Applicable electrical, plumbing, and construction codes
- Safety hazards, procedures and equipment used when working near underground utility lines
- Heavy and construction equipment operation and maintenance
- Equipment and tool operation and maintenance practices
- Traffic laws involved in vehicle and equipment operation
- Federal OSHA and State and County regulations and city policies regarding safe work practices

Ability to:

- Follow written and oral instructions
- Read and interpret maps, blueprints, diagrams, technical and operational manuals
- Perform basic mathematical calculations in order to calculate quantities, times, distances, measures, and weights
- Operate tractors and mowers
- Operate a skid steer and other equipment in close proximity to other utilities
- Operate power tools
- Operate hand tools
- Operate a motor vehicle and related equipment
- Prepare reports, and maintain daily logs
- Communicate effectively with the public and other employees

Skills in:

- Public relations
- Self-motivation
- Team player
- Strong work ethic
- Detail oriented
- Writing; including knowledge of grammar, spelling and punctuation

Supervision Received

- The work is performed under the supervision of the Park Maintenance Superintendent

Supervision Exercised

- Works directly with Seasonal Park Maintenance Workers & helps to oversee their work

Minimum Qualifications

- High school diploma or GED equivalency
- One (1) to three (3) years maintenance experience, including use of construction and heavy equipment
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Preferred Qualifications

- Three (3) to five (5) years of public sector park maintenance experience
- Associates degree or higher in Park Maintenance, Landscaping or related field
- Coursework and/or certification in plumbing, electrical or HVAC
- Valid Missouri Commercial Driver's License

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.

- The primary duties of this class are performed in a public park and building environment and outdoors and may include working in adverse weather conditions and hazards involving the use of power tools and equipment and hazardous chemicals.

Essential Physical Abilities


- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern emergency or alarm warning systems, including vehicle backup alarms

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- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend and generate written work instructions and work orders; technical manuals and related diagrams, and move over rough and unfamiliar terrain
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment
 - Sufficient strength to lift and carry 50 pound objects for varying distances
 - Sufficient body flexibility, mobility, stamina and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions working in trenches, climbing and working on ladders, and moving over rough or unfamiliar terrain
 - Sufficient ability to endure prolonged exposure to adverse conditions such as dirt, dust, pollen, odors, prolonged sun and heat exposure during summer months and prolonged exposure to the cold during the winter months.

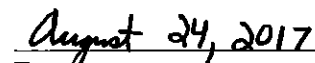
Background check and pre-employment drug screen conducted prior to appointment

It is the City of Grain Valley's policy to provide equal employment opportunities to all employees and applicants for employment without regard to an individual's ethnicity, race, color, creed, gender, age, veteran status, physical disability, national origin, sexual orientation, religion, marital or familial status, genetic information, or any other protected class in accordance with applicable laws.


Approved:




Department Director



Date



City Administrator



Date

CITY OF GRAIN VALLEY

EMPLOYMENT APPLICATION

DEPARTMENT OF HUMAN RESOURCES

711 Main Street
Grain Valley, Missouri 64029
Phone: 816.847.6290
Fax: 816.847.6202
Email: hr@cityofgrainvalley.org
Website: www.cityofgrainvalley.org

NOTICE TO APPLICANTS:

The City of Grain Valley welcomes your employment application. Complete this application carefully and completely. This information will aid in evaluating your qualifications.

All recruitment and selection processes will be conducted in a manner consistent with the City being an equal opportunity employer. The City of Grain Valley will not discriminate against any employee or applicant for employment because of political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability (as defined by the Americans with Disabilities Act {ADA}), gender, sexual orientation, veteran status, or any other protected class under State and/or Federal law except where there is a bona fide occupational qualification. Furthermore, the City will take affirmative action to ensure that applicants and employees are treated without regard to these characteristics during the recruitment process or any subsequent appointment with the City of Grain Valley.

All offers of employment are conditional upon successfully passing all appropriate examinations and lab tests which includes a drug and alcohol screen. These examinations are used to determine whether applicants are qualified to perform the essential functions of the position applied for with or without reasonable accommodation.

Employment with the City of Grain Valley is employment "at will". Neither this application nor any other personnel form provided to you constitutes an employment contract.

I HAVE READ & UNDERSTAND THE NOTICE TO APPLICANTS PROVIDED BY THE CITY OF GRAIN VALLEY.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Human Resources use only: Received by: _____ Date: _____



CITY OF GRAIN VALLEY
HUMAN RESOURCES DEPARTMENT
Updated (01/2017)

Please Print Clearly in Blue or Black Ink

POSITION APPLYING FOR

PERSONAL INFORMATION

Name:	_____	_____	_____
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Address:	_____		_____
	<i>Street</i>		<i>Apt. Number</i>
	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone	_____		
Number:	<i>Home</i>	<i>Business</i>	<i>Cell/Email/Other</i>

Social Security Number:	_____		
Are you lawfully authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever worked for the City of Grain Valley before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, reason for leaving?	_____		

How did you hear about the City of Grain Valley's employment opportunities?			
<input type="checkbox"/> Newspaper		<input type="checkbox"/> Friend	
<input type="checkbox"/> City Web Page		<input type="checkbox"/> Organization/Web Page	
<input type="checkbox"/> City Employee		<input type="checkbox"/> Other	_____
Are You Related to a	Yes	No	Employee
Current City Employee:	(please circle one)		Name: _____

WORK HISTORY (Include paid and volunteer experience for the past ten years)

Most Recent Employer		
Company/Organization: _____	Telephone: _____	
Address: _____ _____	Employed (State Month/Year): From: _____ To: _____	
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Second Most Recent Employer		
Company/Organization: _____	Telephone: _____	
Address: _____ _____	Employed (State Month/Year): From: _____ To: _____	
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

WORK HISTORY (Continued)

Third Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Fourth Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

EDUCATION

<i>School Name & Location</i>	<i>Years Attended</i>	<i>Graduate (Yes/No)</i>	<i>Degree, Diploma, Certificate (Indicate Which)</i>
High School or GED:			
Vocational, Technical School:			
College or University:			
College or University:			
Other (<i>Skilled trade, academy, etc.</i>):			
Please include academic honors, scholarships, fellowships, memberships in professional and honorary societies, etc.			
_____		_____	
_____		_____	
_____		_____	
_____		_____	

TRAINING, LICENSES, CERTIFICATIONS, PROFESSIONAL DEVELOPMENT, VOLUNTEER EXPERIENCE

List any training, development, volunteer experiences, professional licenses, certificates and registrations pertinent to the position for which you are applying. Include computer training, etc.	
_____	_____
_____	_____
_____	_____
_____	_____
Commercial Drivers License (<i>Yes/No</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number: _____	State: _____

MILITARY

Please complete this section if you have served in the United States Armed Forces	
Branch Service:	Rank at Discharge:
Describe duties: _____ _____	
Special training: _____ _____ _____	

CRIMINAL CONVICTION

Have you ever been convicted as an adult of a crime that has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe in full. Include disposition of the offense. <i>*A record of conviction may not necessarily disqualify an applicant from employment.</i> _____ _____ _____

REFERENCES

List three (3) professionals who can give references of your character, ability and work experience

_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>
_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>
_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>

APPLICANT CERTIFICATION OF INFORMATION

I hereby certify that all answers and statements contained in this City of Grain Valley employment application are true and complete to the best of my knowledge. I understand that any falsified or misleading information statements of fact that are within this document will subject me to disqualification or termination. I further understand that any information that I provide may be investigated.

REQUIRED:

Applicant Signature

Date

IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

Any information about yourself you provide the City of Grain Valley during the application process will be used to identify you as an applicant, distinguish you from all other applicants, enable us to contact you when additional information is required, send you notices and/or schedule you for interviews, determine whether or not your background check may be a job-related consideration affecting your suitability for the position applied for, and assess your qualification for employment with the City.

If you wish to be considered for employment, you are required to provide the information requested in the Employment Application. If you refuse to supply information requested, it may mean that your application will not be considered.

Your name will not be made available to the public unless you are selected to be a finalist for a position.

Other information about yourself that you provide during the application process or during employment with the City is classified as private under state law, except as public here or as listed in Missouri Statutes. The information may not be provided to members of the public except to:

- Persons authorized to have access to the information under state or federal law
- Person authorized by court order to have access to the information
- Persons to whom you consent in writing to have access to the information
- All individuals in the City who need to know the information

Materials submitted in support of an application are normally not returned. You should not submit an original document if it is your only copy.

Please feel free to keep this informational sheet

SUPPLEMENTAL APPLICATION FORM
Park Maintenance Worker

You must complete and return this form to be considered as an applicant
Attach additional pages if necessary

APPLICANT NAME: _____

- 1. Do you have a high school diploma or GED equivalency? Yes No
- 2. Do you have 1 to 3 years maintenance experience, including use of construction and heavy equipment? Yes No
- 3. Will you be available to work special City events, weekends and/or holidays, if needed? Yes No
- 4. Do you have an Associate's degree or higher in Park Maintenance, Landscaping or a related field? Yes No

Describe your experience with the following:

a. Public Sector Park Maintenance:

b. Plumbing, Electrical or HVAC Work:

c. Commercial Building Trade:

d. Construction and/or Heavy Equipment:

e. Crew Management:

I certify that all answers to the above questions are true and understand that any false information or omission of information from this supplemental application will be cause for rejection of this application or termination of employment without notice or benefits.

Applicant's Signature

Date



APPLICATION FOR VETERAN'S PREFERENCE POINTS

Subject to the provisions of Missouri Statutes 285.237, preference points are added to the exam results of qualified veterans and spouses of deceased or disabled veterans. The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information; however, veteran's points cannot be awarded without it.

To be eligible for veteran's preference points you must:

- Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while on active duty; or
- Be the surviving spouse of a deceased veteran or the spouse of a disabled veteran who, because of a disability, is not able to qualify; and
- Be a citizen of the United States or a resident alien; and
- NOT be receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

To claim veteran's preference points, you must supply:

- DD214 Form; and
- Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran; and
- Marriage certificate and the veteran's DD214 and FL-802, or the veteran's death certificate if you are the veteran's spouse (if applicable).

If you supply these forms by separate mail, be sure to include your name and the job you are applying for with the City of Grain Valley. **All documents must be received within two (2) days of the job application deadline.**

Are you applying for veteran's bonus points? Yes No

Preference Requested:

Veteran Disabled Veteran
 Spouse of Disabled Veteran Spouse of Deceased Veteran

Position Applying For: _____

Veteran's Name: _____

Period of Active Duty: From _____ to _____ Branch: _____ Service Number: _____

Rank at Discharge: _____ Type of Discharge: _____ Date of Final Discharge: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Documentation to support your application for Veteran's Preference Points is:

Attached Will be Submitted Within Two (2) Business Days of the Job Application Deadline

I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified or misleading information statements of fact will subject me to disqualification or termination. I further understand that any information that I provide may be investigated.

Required Applicant Signature: _____ Date: _____

For City Use Only

5 points 10 points



CITY OF GRAIN VALLEY
HUMAN RESOURCES DEPARTMENT
Updated (02/2012)

CITY OF GRAIN VALLEY APPLICANT STREAM SURVEY

The information requested below is entirely voluntary. By answering these questions, you will help the City of Grain Valley ensure equal employment opportunity. Your answers will neither affect your job application nor will they be used to illegally discriminate against you or other applicants. This information will be used to check whether our recruitment efforts are reaching all segments of the community and for affirmative action purposes.

Where do you live? City: _____ State: _____

Title of position you are applying for: _____

About Yourself: *(please check one from each category below)*

Gender

- Female
- Male

Age

- 17 or under
- 18 – 39
- 40 or above

Race/Ethnic Group

- African American
- American Indian
- Asian/Pacific Islander
- Caucasian
- Hispanic
- Other: _____

Do you have a disability? Yes No

How did you learn of this position?

- | | |
|--|--|
| <input type="checkbox"/> News Source | <input type="checkbox"/> The Examiner |
| <input type="checkbox"/> Walk-In (viewed posting at a City building) | <input type="checkbox"/> Marquee Outside City Hall |
| <input type="checkbox"/> City of Grain Valley Website | <input type="checkbox"/> Cable Television |
| <input type="checkbox"/> City of Grain Valley Employee Name: _____ | |
| <input type="checkbox"/> Other Source Name: _____ | |

Thank you for your time!

*- City of Grain Valley
Human Resources Department*

