



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Parks Maintenance Worker  
**FLSA STATUS:** Non-Exempt, Grade 5  
**UNION:** AFSCME  
**UPDATED:** March 2022

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**PURPOSE OF POSITION:** Perform a variety of manual and semi-skilled tasks in the maintenance and upkeep of City parks, open spaces and recreation areas, Community Center grounds and related facilities and equipment.

**ESSENTIAL JOB FUNCTIONS:** Maintain turf areas: mow, aerate, fertilize, irrigate and control weeds by hand. Maintain, repair and replace sprinkler heads and lines. Perform landscaping duties. This involves scheduled efforts as well as demand driven responses to weather.

Repair playground equipment as required. Remove ice, snow, debris and other hazards, including vandalism and graffiti.

Maintain appearance of park and playground areas and Recreation Center by performing a wide variety of tasks, such as minor carpentry, plumbing repairs, picking up litter and garbage, cleaning restrooms and facilities, raking and removing leaves, hauling and/or chipping brush and limbs, controlling pests and falling trees consistent with City standards.

Perform routine building maintenance on park buildings, such as painting, plumbing, light electrical, carpentry, and other similar tasks not requiring licensing from the State. Maintain and replace park signs.

Learn to maintain and maintain annual and perennial flowerbeds in parks landscape areas and other areas as assigned. Apply bark dust/chips. Hang baskets, plant, fertilize, prune, irrigate and weed areas consistent with City standards.

Learn to safely operate and safely operate various light and heavy equipment and hand and power tools such as: dump truck, forklift, riding mower, backhoe, bucket truck, jackhammer, edger, power washer, chainsaws, etc.

Perform routine maintenance and minor repairs on tools such as: power mowers weed trimmers, edgers, power washers, and other grounds keeping and repair tools.

Use the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Maintain professional, respectful, productive and cooperative working relationships with City staff other organizations and the general public.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** High School diploma or equivalent and two years of relevant work experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Previous grounds and/or building maintenance experience. General knowledge of the materials, methods, techniques, hazards and safety precautions used in grounds, parks, and related facility maintenance and knowledge of fundamental landscape principles. Good breadth of knowledge and experience in various skills and uses of equipment needed to do the job.

**SPECIAL REQUIREMENTS/LICENSES:** Possess a valid OR drivers license and good driving record. Must possess a Flagger/Work Zone Traffic Control certificate within one year of appointment and maintain. Must possess a CPR/First Aid card or the ability to obtain one within six months of appointment and maintain it.

**DESIRABLE REQUIREMENTS:** Previous work in landscaping, horticulture and/or irrigation is a plus, particularly within the local area. The ideal candidate has education in a related field. Carpentry experience and mechanical skills are preferred. Possession of a CDL and/or Work Zone Traffic Control Certificate and/or CPR/First Aid card at time of appointment is also preferred.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, bend, kneel, stoop, push, climb, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring moving materials weighing up to 30-50 pounds on a regular basis such as bags of fertilizer, bags of lime, certain equipment, etc. and infrequently weighing up to 80 pounds. During the spring season, the frequency of lifting up to 75 pounds can increase to up to daily. Manual dexterity and coordination are required over 75% of the work period, as duties require regular operation of motorized vehicle and use of hand and power tools. Movement of materials between 30-50 pounds may consume up to 25% of the work period. In addition, working at heights of up to 35 feet is required as well as working on a highway median or raised on a boom truck.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, dirt, oil, grease, fumes, biohazards, traffic, noise and chemicals. Must be able to work Wednesday through Sunday. Position is subject to on-call requirements after normal work hours.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the Parks and Open Space Supervisor. Takes direction from the Lead Parks Maintenance Worker.