

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	R01
FLSA:	N
WC:	9102
EEO:	8

CLASSIFICATION TITLE: PART-TIME PARKS CREW WORKER I

Applications are only accepted on-line at www.roswellgov.com/employment

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform manual and unskilled work as part of a crew engaged in maintenance and upkeep of public parks, grounds, and facilities. Work is physical in nature and under the direct supervision of a Crew Supervisor or Leader.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs manual work within city parks, which may involve grounds maintenance, general parks maintenance, facilities maintenance, or other projects within the assigned department; assists equipment operators, skilled-trade employees, or other workers as needed.

Performs various tasks involving grounds maintenance or landscaping projects: mows grass; trims and edges along roadways, landscaped areas, driveways, sidewalks, and fence lines; plants and maintains trees, shrubs, and flowers; weeds flower beds; cuts down trees; prunes tree limbs, hedges, and shrubs; picks up and disposes of tree limbs, brush, and other materials from public areas; spreads seed, mulch, and other grounds materials; tills or aerates dirt/soil; moves dirt and grades land; cuts, lays, or installs sod; applies fertilizer and herbicide; rakes ground materials; blows leaves/debris from walkways or grounds; picks up and disposes of debris/litter from public areas; empties trash containers; digs holes/trenches and shovels materials.

Performs various tasks involving maintenance of parks, athletic fields, and recreational facilities: cleans and maintains athletic fields, bleachers, and related facilities; drags ball fields; applies lines and markings to athletic fields; maintains courts, playgrounds, trails, and associated equipment.

Performs various tasks associated with set-up and clean-up of work-sites and facilities: gathers equipment, tools, supplies, and materials needed to conduct work activities; empties trash containers; picks up or removes debris such as tree limbs, brush, pine straw, leaves, grass/yard clippings, and dead animals; rakes, sweeps, shovels, and cleans ground around work areas and picks up remaining materials; and cleans and returns equipment and materials to their proper location.

Performs various tasks involving building maintenance projects: cleans buildings, sheds, restrooms, or other facilities; restocks supplies; paints interior/exterior surfaces and equipment; replaces batteries, light bulbs, and ballasts; replaces or performs minor repairs on building fixtures, fences, and playground or recreation equipment; assembles furniture or equipment; pressure-washes building and grounds surfaces; lifts/moves equipment and heavy materials; cleans, dusts, vacuums, mops, buffs, & polishes floors, walls, windows, fixtures, and other surfaces; and assists with setup/breakdown for special events and activities.

Operates a variety of light equipment, machinery, and power / hand tools associated with department projects, including (but not limited to), a small tractor, commercial mower, edger, trimmer, chipper, chain saw, air compressor, concrete saw, leaf blower, tiller, sod cutter, pick axe, sledgehammer, pitchfork, rake, post hole digger, shovel, broom, hand tools, or two-way radio.

Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, changing tires, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment and initiates requests for new or replacement materials as required.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports, correspondence, time cards, daily work sheets, or other documents.

Receives various forms, reports, correspondence, schedules, activity calendars, event sheets, diagrams, blueprints, policies, procedures, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, other departments, employees, community service workers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent preferred; previous work experience in construction, landscaping, grounds maintenance, or other manual tasks preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort which typically involve some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.