



JOB DESCRIPTION

PUBLIC SERVICES WORKER - PARKS

City of Fridley
Fridley, Minnesota

Date:	January 23, 2019		
Position Title:	Public Services Worker – Parks		
Department/Division:	Public Works/Park Maintenance		
Grade:	Grades 1-3	Hourly Rate:	\$ 19.09 to \$29.79, DOQ
FLSA Status:	Non-exempt		
Position Reports and Is Accountable To:	Operations Manager – Streets and Parks		

POSITION OBJECTIVE: To provide for the construction, repair, and maintenance of the City's parks and recreational grounds and facilities. Employee operates a wide variety of light and heavy equipment, tools, hand-tools, and machines.

ESSENTIAL JOB FUNCTIONS:

1. Install/construct/maintain parks, grounds and related facilities or equipment.
 - a. Install and maintain commercial irrigation systems.
 - b. Install/construct athletic fields and courts using light and/or heavy equipment or manual labor.
 - c. Maintain/stripe athletic fields.
 - d. Install, maintain and seal outdoor ice rinks.
 - e. Install and maintain playground and related equipment.
 - f. Construct and maintain trails using light and/or heavy equipment and manual labor.
 - g. Construct and maintain recreational buildings.
 - h. General carpentry.
 - i. Place and remove Recreation Department equipment supporting scheduling activities.

2. Perform grounds, tree, shrub care activities.
 - a. Prepare ground for seed/sod/plantings using light and/or heavy equipment and manual labor.
 - b. Lay sod or plant seed.
 - c. Mow/aerate lawns, street borders, fields, ditches, using heavy and/or light equipment.
 - d. Plant and maintain trees and/or shrubs.
 - e. Perform tree trimming using aerial equipment or saddle and rope.
 - f. Inspect trees and collect samples for disease review.
 - g. Remove/dispose of diseased trees/shrubs/plants.

3. Apply chemical agents.
 - a. Mix and apply chemicals to turf, trees, shrubs and other plants.

ESSENTIAL JOB FUNCTIONS (continued):

4. Clear streets, parking lots and sidewalks.
 - a. Plow streets, alleys, and parking lots, ice rinks and skating areas using light and/or heavy equipment or manual labor.
 - b. Plow sidewalks and trails using light equipment or manually.
 - c. Apply sand and de-icing chemicals with a motorized vehicle.
 - d. Cut ice from roadway, parking lot, or sidewalk areas.
5. Assist in vehicle and equipment maintenance.
 - a. Perform routine preventative maintenance and safety checks on vehicles and equipment.
 - b. Assist in routine preventative maintenance on vehicles such as checking fluid levels and adding or changing oil as needed, checking belts, etc.
6. Lead a section work crew and assist in training crew members.
7. Perform strenuous manual labor in extreme climatic conditions including but not limited to lifting and digging.
8. Follow oral and written instructions such as supervisor's work orders and equipment operation manuals.
9. Estimate quantities of materials such as amount of lime required to mark a ball field or the number of loads of sod to complete a project.
10. Drive vehicles requiring a Commercial Driver's License (CDL), Class B with air brake endorsement.

OTHER JOB FUNCTIONS:

1. Operate welding equipment to fabricate or repair equipment.
2. Prepare concrete mix, install concrete forms, and finish concrete surfaces.
3. Various other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be eighteen (18) years of age.
2. Must possess a high school diploma, GED or equivalent.
3. Possession of a valid Class B Commercial Driver's License (CDL) with air brake endorsement or the ability to obtain one within six months with no restrictions.
4. Minimum two years of verifiable education and/or full-time direct experience in one or more of the following areas: parks maintenance, building and grounds keeping, carpentry, and cement work.

MINIMUM QUALIFICATIONS (continued):

5. Must be able to successfully complete City's physical examination, drug test, written examination, and background/reference check, and have a good driving history.

DESIRED QUALIFICATIONS:

1. Three (3) years or more training or experience in Public Works Park Maintenance or related work such as carpentry, concrete installation, landscaping or commercial irrigation installation and repair.
2. Certification in Public Works Park Maintenance or related field.
3. Possession of Pesticides/Herbicides Applicators License(s).
4. Possession of a valid Minnesota Commercial Driver's License (Class A) with tanker endorsement with no restrictions.
5. Possession of a Minnesota tree inspection certification/license.
6. Experience in performing snow plow functions for a commercial or governmental agency.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read, understand, and follow oral instructions and written materials in English, such as operating manuals and safety instructions.
2. Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.
3. Ability to perform job responsibilities in all Minnesota weather including climatic extremes.
4. Ability to perform routine maintenance and repair tasks for light or small equipment.
5. Knowledge of the operation and maintenance of trucks, light equipment, motors, and machines.
6. Experience in the safe and efficient use of tools used in a Public Works Department.
7. Ability to meet the physical demands of the job as indicated in the Job Activity Requirements with reasonable accommodations.
8. Knowledge of Public Works industry and local government maintenance operations.
9. Ability to work in a team setting as well as independently.
10. Ability to wear issued uniforms, protective clothing, and utilize personal protection equipment.

SCHEDULE:

The normal work week is forty (40) hours per week, Monday through Friday, 6:30 a.m. to 2:30 p.m. There will be some overtime in evenings or weekends, including schedules and unscheduled work for call-backs, emergencies or work shortages.

WORK ENVIRONMENT:

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Public Services Worker in the Parks Division. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

COMPENSATION AND BENEFITS:

Hourly wage range is \$19.09 to \$29.79 per hour, DOQ. Benefits include a variety of options, paid entirely or in part for the employee by the City, which includes life, health, and dental insurance; short-term disability; eighteen (18) days of annual leave per year; twelve (12) paid holidays per year; employee wellness program; as well as the employer's share of payments to workers' compensation, unemployment compensation, and Public Employees Retirement Association. Uniforms are issued. Additional voluntary benefits include a flexible spending account program, supplemental, spousal and dependent life insurance; long-term disability; and special events/activities organized by the Employee Relations Committee.

Submit the City of Fridley application with a cover letter and resume. Application materials may be downloaded from the City of Fridley's website at www.ci.fridley.mn.us or contact the City of Fridley directly at 7071 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. All application materials are due by 4:00 p.m. Friday, February 15, 2019.

January 2019

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

EEO/ADA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Public Services Worker - Parks
Department/Division: Public Works/Parks Maintenance
Brief Description of the Job Performed: To provide for the construction, repair, and maintenance of the City's parks, recreational facilities, and assigned ground maintenance for City facilities. Employees operate a wide variety of light and heavy equipment.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others			X		Sitting		X		
Reading			X		Works Alone		X			Standing			X	
Writing	X				Customer Contact			X		Walking			X	
Reasoning			X		Shift Work		X			Running				
Problem Solving		X			Extended Day	X				Lifting			X	
Attentiveness				X	Extreme Hot		X			Pushing/Pulling		X		
Work Supervision			X		Extreme Cold		X			Carrying		X		
Guidance Available		X			Extreme Noise	X				Bending at Waist			X	
Autonomy			X		Confined Area	X				Climbing	X			
Social Interaction				X	High Places	X				Repetitive hand motion		X		
Supervising Other Employees		X			Work Indoors	X				Twisting upper Body			X	
					Work Outdoors				X	Reaching			X	
					Mechanical Hazards		X			Kneeling	X			
					Electrical Hazards		X			Driving			X	
					Explosive Material					Crouching	X			
					Chemicals (OSHA Def).		X			Crawling				
					Fumes	X				Use arm muscles over extended periods			X	
					Gases					Use leg muscles over extended periods			X	
					Other					Over shoulder height work		X		
										Stationary desk or bench work with neck bent forward	X			
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	

Demand Codes:

Blank = Not Applicable or Not Present
 VI = Very Infrequent, 1 to 2 times a week
 O = Occasional, up to 1/3 of time
 F = Frequent, 1/3 to 2/3 of time
 C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	10	Seasonal with yearly shipments including lifting chalk, fertilizer, soil	
11 - 24	10	amendments, cement, equipment and tools, etc.	
25 - 34	15	Same as above two lines.	
35 - 50	2	Crews handle (seasonal) daily bags of 50-100 pounds.	
51 - 74			
75 - 100			
100 - 150	2	Seed, fertilizer, equipment, cement	

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	10	Seasonal with yearly shipments including lifting chalk, fertilizer, soil	0 to 20 feet
11 - 24	10	amendments, cement, equipment and tools, etc.	0 to 20 feet
25 - 34	15	Same as above two lines.	0 to 20 feet
35 - 50	2	Crews handle (seasonal) daily bags of 50-100 pounds.	0 to 10 feet
51 - 74			
75 - 100			
100 - 150	2	Seed, fertilizer, equipment, cement	0 to 10 feet

This information was updated on 01-23-2019.