

CITY OF SHELBYVILLE, TENNESSEE
MAINTENANCE WORKER (PART TIME/SEASONAL)

DEFINITION:

The employee is responsible for performing maintenance tasks of a semi-skilled or skilled nature: cutting grass, loading and unloading dirt, gravel, trash and other debris, including collection and disposal of refuse at park facilities. Duties also include field maintenance of the playing areas.

The employee is under the direct supervision of the Maintenance Supervisor and general supervision of Assistant Parks Director.

Instructions to the employee are generally specific, however, there will be times when the employee must perform any other tasks as may be required to accomplish the essential functions as set out herein.

The employee in this position is seasonal. The position is typically effective from April-September as needed for seasonal maintenance. However, recommended timeframe is subject to change. Weekend shifts may be required.

EQUIPMENT/JOB LOCATION:

- May be required to operate light duty vehicles, tractors, riding or push mowers, weed eaters, chain saws, rakes, shovels, hand tools, etc.
- Work is performed mainly outdoors and some tasks will be performed regardless of weather conditions.
- May be exposed to fumes & chemicals, toxic substances, foul odors, loud noise, dirt, dust, sharp tools and machinery with moving parts.
- May be required to lift objects weighing more than 25 pounds.
- Intermittent sitting, standing, stooping and walking is required.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Cuts grass with hand tools or power equipment.
2. Loads and unloads dirt, gravel and other debris.
3. Cleans, maintains and services equipment and tools.
4. Must perform heavy manual labor for extended periods under some unfavorable climatic conditions, frequently lifting objects over 25 pounds.
5. Preparation of all fields at the park facilities.
6. Picks up all trash in the area and disposes of properly.
7. Clean and restock restrooms daily.
8. Responsible for cleaning pavilions.
9. May be required to drive a light duty vehicle.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of practices used in the operation of equipment.
2. Knowledge of grounds maintenance.
3. Knowledge of the materials and equipment used to prepare ball fields.
4. Knowledge of occupation hazards.
5. Ability to establish and maintain an effective working relationship with other employees.
6. Ability to understand oral instructions.
7. Ability to work with machinery and sharp tools.

QUALIFICATIONS:

- Minimum of 18 years old to apply.
- Possession of a valid Tennessee operator's license.
- Must pass a physical, drug screen test, and background check.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Maintenance Worker (Seasonal/PT) for the City of Shelbyville Parks & Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Signature

Date