City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parks Maintenance I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PMW1, PMW2, PMW3</td>
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<tr>
<td>Pay Grade:</td>
<td>AU02, AU03, AU04</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>1/20/2022</td>
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**General Summary:** This position is responsible for maintaining City owned property.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**Maintenance I:**
- Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of buildings, facilities, grounds, and cemetery.
- Operates equipment such as lawn mowers, weed trimmers, air compressors, tree spades, branch chippers, stump cutter, jackhammers, snow blowers, small loaders, front-end loader, back-hoe, road plows, sweepers, trencher, tamper, dump trucks and pickup trucks, and aerial lift truck.
- Repairs and remodels structures such as buildings, fences, arbors & playground equipment by using hand and power tools.
- Landscape areas by planting trees, placing mulch, laying rock & sod.
- Operates and maintains systems that may include heating, ventilation, air conditioning, plumbing, electrical, hydraulic, mechanical, and computer controls, functions and/or operations.
- Performs basic maintenance on equipment. This may include replacing light bulbs, washing windows, etc.
- Sets up and tears-down for events
- Mixes and applies pesticides
- Performs all aspects of custodial duties such as cleaning restrooms, picnic shelters, removing trash, cleaning, scrubbing, sweeping, mopping and vacuuming
- Acts as lead worker for part-time park maintenance crews.

**Maintenance II:**
- Performs all Maintenance I duties.
- Troubleshoots systems listed in Maintenance I.
- Operates advanced heavy equipment.
- Trains, directs and oversees lower level work crews in the completion of daily tasks to achieve effective time and resource utilization.
- Trains Levels I in safely performing duties and conducts training in the operation of the related equipment.
- Set concrete forms; place and finish concrete.
- Operates irrigation controls, valves and pumps such as manual valves, electric valves and irrigation controllers with aid of computerized timers or by hand where necessary.
- Act as lead worker for maintenance I and part-time park maintenance crews.

**Maintenance III:**
- Operates all equipment and tools operated by Level I and II.
- Fells trees using accepted industry techniques; prunes and shapes trees and shrubs, cables and braces trees utilizing aerial lift truck.
• Installs and repairs irrigation backflow prevention valves and mainline piping of various sizes up to 8”.
• Establishes work plan and staffing for each phase of project. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
• Acts as lead person when necessary.

Qualifications:

Education and/or Experience:

Maintenance I: High school diploma or general education degree (GED) and one-year related experience and/or training in facility maintenance, facility repair, and small to heavy equipment operations.

Maintenance II: High school diploma or general education degree (GED) and two years' experience in parks maintenance and/or three years' experience in professional grounds maintenance.

Maintenance III: High school diploma or general education degree (GED) and three years related experience in parks maintenance and/or four years’ experience in professional grounds maintenance.

Certificates, Licenses, Registrations:

Maintenance I: Employees are required to obtain the following licenses: Class B Commercial Driver License, must obtain within first 180 days of employment. Commercial Pesticide Applicators License, must obtain within first 180 days of employment. Prior to promotion to a Park Maintenance II employees are required to complete the SDSU Extension Master Gardener Training.

Maintenance II: Employees are required to maintain their current licenses and certifications and must obtain one of the following certifications to be eligible for a promotion to a park maintenance III: ISA Certified Arborist, Certified Playground Safety Inspector, Certified Irrigation Technician, Class A Contractors License, SD Certified Nursery Professional.

Maintenance III: Must possess and maintain one of the following certifications: ISA Certified Arborist, SD Certified Nursery Professional, Certified Playground Safety Inspector, or Certified Irrigation Technician. Employees are required to maintain their current licenses and certifications by obtaining required CEU’s or retesting as applicable. Employee may receive additional certifications with approval and availability.

Working Conditions:

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.

While performing the duties of this job the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and extreme heat or cold. The employee is occasionally exposed to high, precarious places; extreme heat; and risk of electrical shock. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance and talk, hear, taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.