



Title: Parks Operator

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to provide a clean and safe environment to citizens and visitors through the maintenance of park facilities. This is accomplished by picking up trash and debris, maintaining all sports fields, and mowing and weed eating. Other duties include repairing equipment, performing minor repairs, and operating heavy equipment.

REPORTS TO:

This position reports to the Parks and Grounds Superintendent

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Preserves park grounds and facilities by mowing and weed-eating lawns regularly, keeping trees trimmed, picking up trash and debris around the facilities, hauling off brush and limbs, sweeping and blowing sidewalks and walkways, moving trailers as needed, and maintaining all sports fields. Performs other assigned duties as required by Parks Crew Leader.	50%
2	M	Maintains all buildings and equipment by keeping public restrooms clean and in working order; ensures all supplies are restocked; paints fences and buildings as needed; picks up parts for repairs, repairs equipment; performs preventative maintenance, such as changing filters, oil changes, and tune-ups.	50%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Minimum Level of knowledge shall be four years of high school with diploma or equivalent.
Experience	No previous experience required.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Immediate Direction: Within this job, the employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results. These detailed instructions normally allow little room for deviation. The immediate supervisor may, at times, provide close and constant review while work is under way and when the assignment is completed. Typically would see entry-level job involving routine activities at this level.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Class C driver's license



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	X	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work site, observing work duties, communicating with co-workers
Sitting	F	driving
Walking	C	to other departments/offices/office equipment, around work site
Lifting	C	supplies, equipment
Carrying	C	supplies, equipment
Pushing/Pulling	C	equipment, hose
Reaching	F	for supplies
Handling	C	paperwork
Fine Dexterity	C	calibrating equipment
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	F	under equipment
Bending	C	retrieving items from lower shelves/ground, making repairs
Twisting	C	getting inside vehicle
Climbing	C	onto equipment
Balancing	F	on equipment
Vision	C	driving, observing work site
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		

City of Hondo, TX



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

City vehicle, shredder, chipper, blower, mower, weed eater, bobcat, back hoe, shovel, rake, hand tools

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	W
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, leather gloves, steel-toe or composite-toe boots with approved rating, hard hat, vest, ear plugs, back belt.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		N
Frequent Change of Tasks		F
Irregular Work Schedule/Overtime		N
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		F
Noisy/Distracting Environment		F
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.