

CITY OF KALISPELL
JOB DESCRIPTION
AN EQUAL OPPORTUNITY EMPLOYER

Class Title: **Parks Caretaker - Turf & Irrigation**
Department: Parks Department
Union: Yes – AFSCME
FSLA: Non-Exempt
Salary: \$ 16.89 per hour
Date: October 25, 2016

I. GENERAL CLASS DESCRIPTION:

Performs a variety of semi-skilled and technical tasks in the maintenance and operation of parks, grounds, open spaces, irrigation, urban forestry and recreation systems. With an emphasis on turf, irrigation, and arboriculture practices. Currently the position serves at the Kalispell Youth Athletic Complex for approximately nine months of the year while three months of the year are spent in urban forestry.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

General

- a. Employee is expected to be on time and fully prepared every day they are scheduled to work. We expect every employee to strive for perfect attendance.
- b. Work assignments are made both orally and in writing. Work is performed with considerable independence in judgment and decision making within established policies, procedures, rules, regulations and guidelines. Work is reviewed through observation, conferences, periodic reports and by the results obtained.
- c. The following duties are typical for this classification. These are not to be construed as all-inclusive. Other duties may be required and assigned.

Turf Management & Irrigation (70%)

- a. Assists in the training and/or supervision of lower level employees or community service workers.
- b. Mows and maintain parks, open space areas, sports fields, mows weeds, cleans and maintains athletic facilities and equipment, and assists in the installation, maintenance and repair of irrigation systems.
- c. Carries out leveling, seeding, fertilizing, top dressing, soil conditioning, watering, and pest and weed control of parks, open spaces and athletic fields.
- d. Performs routine maintenance on lawn and power equipment, including but not limited to, tractors, trucks, trailers, and pruning equipment.
- e. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
- f. Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled work.
- g. Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.
- h. Sweeps, washes, paints, and repairs or replaces park tables, slabs, picnic shelters and pavilions.
- i. Operates tractors, mowers, jackhammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
- j. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- k. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

- l. Opens and closes, locks and unlocks facilities as needed.
- m. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
- n. Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.
- o. Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.
- p. Keeps records of work completed.

Urban Forestry (20%)

- a. Assist with the care, maintenance, and removal of trees and other vegetation on city property in accordance with International Society of Arboricultural standards & arboricultural Best Management Practices.
- b. Conducts forestry activities from tree planting, tree pruning to tree care. Has a general knowledge of plant materials, tree species, planting, pruning and removal techniques.
- c. Assist with formal flower gardens, streetscape and create and maintain landscape areas with knowledge of herbicides and pesticides applications.
- d. Operate a variety of equipment and tools including aerial lift truck, chipper, stump grinder, chainsaw, backhoe, tree spade, and hand tools.
- e. Properly setup work zone safety control along streets, sidewalks and work zones.
- f. Utilize GIS and GPS in record keeping.
- g. Assists in the training and/or supervision of lower level employees or community service workers.

Peripheral Duties (10%)

- a. Serves as a member of various employee committees, as assigned.
- b. Shovels snow and prepares ice for recreational skating.
- c. Assists in the maintenance of the municipal swimming pool.
- d. Various other duties as assigned.

III. SUPERVISION RECEIVED:

Works under the general supervision of a Parks Supervisor

IV. SUPERVISION EXERCISED:

May act as a lead worker, and supervise community service workers or temporary employees as required and assigned.

V. DESIRED MINIMUM QUALIFICATIONS (Education and Experience):

- a. Graduation from high school, GED or equivalent, and;
- b. Graduation from a two year collegiate program in turf science, horticultural science, urban forestry, or similar, or
- c. Three years of experience in turf irrigation maintenance, or urban forestry, or
- d. Any equivalent combination of relevant education and experience.

VI. KNOWLEDGE, SKILLS & ABILITIES:

- a. Working knowledge of equipment, materials and supplies used in turf irrigation maintenance and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs.
- b. Knowledge of irrigation principles.
- c. Knowledge of soil principles as it pertains to turf management.
- d. Knowledge of herbicides, pesticides and fertilization as it relates to turf management.
- e. Knowledge of horticulture and arboriculture practices.

- f. Working knowledge of urban forestry as it relates to proper planting and pruning techniques and use of equipment.
- g. Skilled in the operation of listed tools and equipment.
- h. Ability to work independently and to complete daily activities according to work schedule;
- i. Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions;
- j. Ability to communicate orally and in writing;
- k. Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions;
- l. Ability to establish effective working relationships with employees, supervisors, and the public.
- m. Working knowledge of first aid and applicable safety precautions.

VII. SPECIAL REQUIREMENTS:

- a. Must be a valid Class D Driver's license upon date of hire.
- b. Valid Montana Commercial Driver's License, Class A, Type 2 or must be able to obtain license within 6 months.
- c. Montana Herbicide and Pesticide Applicators License or the ability to obtain one within 6 months.
- d. Preference maybe given to someone that is a certified tree worker or aerial lift specialist through the International Society of Arboriculture or the ability to obtain with 12 months.

VIII. TOOLS AND EQUIPMENT USED:

Pickup truck, lawn and landscaping equipment, including tractors, skid steer, backhoe, loader, bucket truck, mowers, airifier, chain saw, edger's, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, pruning, electrical, and cement finishing work; pumps, boiler, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

IX. PHYSICAL DEMANDS:

- a. 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.
- b. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- c. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds and work up to heights of 60' and over. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

X. WORK ENVIRONMENT:

- a. 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.
- b. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles and vibration.
- c. The noise level in the work environment is usually loud.
- d. Shift Schedule: The regular schedule is 7:00 am to 3:30 pm. Some overtime & weekend work will be required. Note: The city reserves to change the schedule base on the needs of the city.

XI. SELECTION GUIDELINES:

- a. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- b. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- c. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- d. Kalispell is an Equal Opportunity Employer. In compliance with the American 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.

POSTING DATE: October 25, 2016

CLOSING DATE: **Open until filled**

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION CAN BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1st AVENUE EAST, KALISPELL, MONTANA, PHONE: (406)758-7774 OR
- THE KALISPELL JOB SERVICE, 427 1st AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority