

# City of Bluffton

## Job Description

**Job Title:** Maintenance Worker (Full Time)  
**Department:** Parks and Recreation Department  
**Reports To:** Maintenance Coordinator  
**FLSA Status:** Nonexempt  
**Last HR Review:** July 2016

**Principal Function:** The Maintenance Worker is responsible for performing grounds and facilities maintenance tasks related to the Parks and Recreation Department.

**Essential Duties and Responsibilities:** Duties include, but are not limited to:

1. Completes maintenance duties on park grounds, on trails, at facilities, the pool, and other areas as assigned to include: trash removal, mowing, trimming, weed control, grass seeding, plumbing, electrical, and construction tasks, and snow and ice removal.
2. Prepares ball diamonds for league use with duties to include: mowing, trimming, and dragging the diamonds.
3. Maintains the department's tools and equipment in good safe working order, as needed.
4. Prepares and maintains accurate records as requested by the Superintendent of Parks and Recreation.
5. Assists with the set-up, tear down and clean-up of special programs and events, as needed.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Competencies:** To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**Job-related Competencies** – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate

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action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

- **Adaptability** -Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

**Education and/or Experience:** High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience. Previous experience working in a grounds, building, and/or pool maintenance job is desired.

**Other Skills and Abilities:** The following skills and abilities are either required or desired.

- A working knowledge of electrical and plumbing systems and construction processes and procedures is desired.
- The ability to read and accurately follow diagrams and detailed instructions is required.
- A working knowledge of departmental policies and procedures is required.
- The ability to operate equipment such as trucks, tractors, utility task vehicles (UTV), and golf carts, is required.
- The ability to use small hand tools is required.
- The ability to use power tools to include: chain saws, gas powered blowers, weed trimmers, drills, saws, grinders, and air compressors is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required.

**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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 10 pounds. The employee is frequently required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and lift and/or move up to 25 pounds. The employee is occasionally required to sit; climb or balance; and lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:** 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 duties and responsibilities.

While performing the duties of this job, the employee regularly is exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; the risk of electric shock; and vibration. The noise level in the work environment is usually moderate to loud.

Personal protective equipment must be worn as required to include: work boots, hard hats, safety goggles, gloves, safety vest/shirt and protective clothing.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends and holidays. Employees are also required to drive Parks and Recreation Department vehicles. Thus, a valid driver's license is required.