



Job Title: Public Properties Maintenance Worker
Department: Public Works – Pub Properties
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: 10/15/19 (Council Creation)

Accountability

Under the direction of the Public Properties Director and supervision of Assistant Public Properties Director

Job Summary

Performs a variety of unskilled and semiskilled manual labor required for the daily care and maintenance of parks, cemeteries, City Hall, golf course, fire station, library, senior center, athletic fields, swimming pool, and other city-owned facilities and grounds; perpetual care of graves; assists as needed with maintenance of streets.

Essential Job Functions

Maintains public grounds and turf (mowing, raking, trimming, seeding, fertilizing, pest and weed control, removing litter, edging walkways); installs, repairs, and maintains irrigation systems; maintains flower beds and garden areas (planting, watering, weeding, fertilizing, pruning); trims and removes trees, shrubbery and branches; removes snow and ice from walks, stairs, drives, trails, pathways, streets; opens and closes graves; maintains and cares for grave markers and stones; assists visitors with locating grave sites; maintains playground equipment (installing, demolition, inspecting, repairing, painting); maintains buildings, facilities and playground equipment (painting, minor repairs, routine upkeep, furniture removal or moving); maintains vehicles and equipment (inspecting, routine upkeep, minor repairs); operates, inspects, and maintains vehicles (trucks, pickups, utility vehicles) and various types of equipment (hand tools, power mowers, chain saws, weed trimmers, edgers, weed and paint sprayers, rototillers, Sand-pro, small tractor with attachments, backhoe); regular and reliable attendance; other duties as assigned.

Additional Duties and Responsibilities

Provides information to billing office on lot sales, grave opening/closing fees, permit fees to set markers/monuments; assists and provides guidance to seasonal part-time workers; assists Street Division with street maintenance, repair and snow removal.

Knowledge, Abilities and Skills

Works in adverse weather conditions; lifts 50 lbs.; lifts and empties trash containers operates trucks and light equipment; operates a 10 lb. weed trimmer for extended periods of time; carries, pushes and pulls a variety of tools, equipment and materials; stands, walks, climbs, balances, stoops, kneels, reaches, bends, and works in a crouched position for extended periods of time; available to work evenings/weekends as needed; works irregular hours for snow removal; rotates on-call duty with members of department; oral and written communication skills to effectively communicate on a daily basis with the public, coworkers and other departments.

Education and Experience

Graduation from high school or equivalent and six months of experience as a laborer or maintenance worker of grounds, buildings or other facilities; possession of a valid Class B Commercial Driver's License or ability to obtain within six (6) months of hire; possession of Nebraska Department of Agriculture Pesticide Applicator's License: Category 4, or ability to obtain within six (6) months from hire date; basic computer/internet skills.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*