

City of La Grande
Seasonal Maintenance

Department: Parks & Recreation
Accountable to: Superintendent
Supervises: Non-Supervisory
NCCI: 5506, 7520, 7580, 7720, 9102

FLSA Status: Non-Exempt
Representation: Represented
Adopted: April 2023

GENERAL POSITION SUMMARY:

Performs a variety of unskilled, semi-skilled and skilled tasks related to area of assignment. Will perform a variety of maintenance, installation and regular repair duties in the general construction and maintenance of the City facilities.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Performs manual labor, i.e., digging ditches, painting and removing debris from parks and road areas
- Work on maintaining City facilities; assist in making minor repairs to building and fixtures; clean City buildings and grounds and perform any other related maintenance activities.
- Mows and water parks areas; participate in all phases of ground maintenance.
- Maintain turf, riverbanks and natural areas using medium and large mowing equipment.
- Operate and maintain automatic and hand irrigations systems. May install irrigation pipe and equipment.
- Paint equipment and buildings.
- Perform light mechanical work and repairs on equipment
- Dig trenches, unload and relocation materials and clean tools and equipment.
- May assist parks, street, sewer, storm water, water, building or equipment maintenance crews.
- Perform general grounds clean-up, including picking up paper, trash and trash barrels on grounds area. Perform maintenance and cleaning of park buildings, storage sheds, restrooms and seating areas. .

NON-ESSENTIAL RESPONSIBILITIES:

None.

SUPERVISORY RESPONSIBILITY:

Supervision of other employees is not a normal function of this position.

SUPERVISION RECEIVED:

Works under the direct supervision of the Superintendent

KNOWLEDGE SKILLS AND ABILITIES:

- Must be at least 18 years of age.
- Knowledge and ability to follow general safety rules.
- Knowledge of the appropriate tools and equipment used in maintenance and construction work.
- Ability to read and write English and be able to follow simple oral and written instructions and to act upon them accordingly.
- Learn and apply the City and departmental policies and procedures.
- Work independently and multi-task while maintaining accuracy and attention to detail.

- Ability to accurately, effectively and appropriately communicate with others, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees and the general public.
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EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

- Graduation from High School or GED certification.
- General knowledge in general maintenance or construction work.

ADDITIONAL REQUIREMENTS:

Position will require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Oregon driver's license (or able to secure an Oregon driver's license within one month of hire date), and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

WORKING CONDITIONS:

Duties are performed in a wide variety of environments including offices, outside weather conditions, indoors in mechanical areas and may be exposed to fumes, oils, chemicals, fertilizers, moving mechanical parts, airborne particles, vibration, etc.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee is frequently required to stand, kneel, sit, reach, climb, dig, manipulate objects, tools and controls. This position requires mobility and the ability to operate grounds maintenance equipment and vehicles such as, tractors, weed eaters, chainsaws sprayers, etc. Duties involve moving materials weighing fifty (50) to one hundred (100) pounds on a regular basis. Activity and types of duties performed require manual coordination and dexterity.

MATERIALS AND EQUIPMENT USED:

Materials and equipment used include, but not limited to:

- Vehicles (backhoes, tractors, power mowing equipment)
- Hand tools (saws, trimmers, weed eaters, plate tamper)
- Mowers
- Sprayer
- Power tools
- Jackhammer
- Chain saw
- Shovel

 4/6/2023

City Manager Approval/Date

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations and I have received a copy of this job description.

Employee Signature/Date