

**CITY OF RADCLIFF  
POSITION DESCRIPTION**

**CLASS TITLE:** PARKS WORKER, I and II

**NON-EXEMPT**

**CLASS CHARACTERISTICS:** Under supervision of the Parks Supervisor

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Assists with the overall maintenance and preparation of all City parks, playing fields and related facilities
- Assists with insuring that the parks and related facilities are kept clean and neat
- Assists with insuring that all playing and lawn care equipment is properly cleaned, maintained and stored to insure that it remains in proper working condition
- Assists in the preparation and maintenance of updated inventory of supplies and equipment
- Insures that supplies needed for cleaning, maintenance and operation of equipment are readily available
- Maintains storage areas in a neat and organized manner
- Enforces the park rules and handles inquiries and requests for departmental information as required
- Wears appropriate attire while on duty and specified safety equipment (safety hat, goggles, etc.) when operating machinery
- Prepares incident and accident reports as needed
- Performs city wide building maintenance including painting, carpentry work, simple plumbing repairs, and other miscellaneous repairs
- Performs other departmental duties as required

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent, supplemented by at least two years related work experience. Must have the ability to obtain C.P.R. and First Aid and Safety certifications. Must possess a valid motor vehicle operator's license.

**SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the procedures and equipment involved in the preparation and maintenance of various types of playing fields. Some knowledge of carpentry, plumbing and related skills. Must possess an above average mechanical aptitude. Ability to safely operate and maintain various types of lawn care equipment and tractors required in the maintenance of recreation facilities. Thorough knowledge of the work hazards and safety precautions associated with departmental reports and records in a clear, concise and accurate manner. Ability to supervise and evaluate the work of others. Ability to understand and follow instructions. Ability to deal courteously with the public and to establish and maintain an effective working relationship with the City Officers, employees and the general public. Must possess the physical ability to climb stairs, squat, stand and sit for long periods of time. Must be able to lift and carry items over 25 pounds. Must be able to operate motor vehicle. 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.