

City of Cibolo

Job Description



Job Details			
Job Title:	Maintenance Worker I – Parks & Facilities		
Reports to:	Crew Leader – Parks & Facilities		
Grade:	3	WC Code:	5506
Employee Type:	Non-Exempt, Full-time	Pay Type:	Hourly
Employment Period:	Indefinite	NAICS Code:	921140
Essential/Subject to Recall:	Yes	Skeleton Crew:	No
Department/Division:	Public Works - Parks	Original Date:	02/2010
Fund:	General	Revision Date:	04/2024

Job Summary

Under basic supervision, performs general labor work in cleaning and maintenance of City parks and grounds; cleans and maintains tools and equipment and will assist in maintaining all City facilities including buildings and parks. This may be accomplished by cutting grass, trimming, weeding, and landscaping all areas.

- Essential Functions**
- To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.
1. Performs manual labor tasks to maintain safe and attractive park system; maintains park facilities and grounds and follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment.
 2. Maintains and repairs facility infrastructure, including HVAC, electrical, roofing, and other building systems and structures.
 3. Operates light and mechanized equipment and performs cleaning and maintenance tasks, including weed control, mowing, planting and watering; cleans up trash and debris and cleans facilities; prunes and trims trees and shrubs; assists with irrigation systems; loads and hauls materials.
 4. Assists with maintenance on all park equipment including children play areas and sport fields.
 5. Inspects light equipment and tools for proper operating condition; repairs and adjusts equipment and performs maintenance and preventive maintenance as needed.
 6. Keeps pavilions (including restrooms and trash) ready and prepared for events and rentals.
 7. Assists with maintenance of City buildings to ensure that the area is trimmed, grass is cut, trash is picked up, and there are no road hazards.
 8. Performs maintenance and repair on equipment (including office equipment such as desks and chairs).
 9. Provides small remodeling for offices as directed (painting, furniture movement, picture hanging).
 10. Supports the relationship between the City of Cibolo and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.
 11. Performs rotating on-call duties, including weekends and holidays.
 12. Performs all other duties assigned.



Job Requirements

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understanding of the mission statement and values of the City of Cibolo Public Works Department.
- Knowledge of city policies and procedures.
- Knowledge of construction equipment, grounds maintenance equipment, and powered/non-powered hand tools.
- Ability to organize and communicate effectively.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.
- Ability to maintain constructive and cooperative working relationships with others.
- Ability to maintain a professional demeanor and an orientation towards customer service.
- Skilled in the use small office equipment, including copy machines or multi-line telephone systems.
- Skilled in using computers for data entry, word processing and/or accounting purposes.
- Skilled in closely following verbal and written instructions and procedures and safe work practices.

Job Requirements

MINIMUM QUALIFICATIONS:

- High School Graduate or General Education Degree (GED).
- Valid Texas Class C Driver's License.

Physical Demands

N (Not Applicable)	Activity is not applicable for this position.		
O (Occasionally)	Position requires this activity up to 33% of the time (0 – 2.5+ hrs/day)		
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)		
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)		
Stand	F		Other Physical Requirements:
Walk	F		Vision Near, Distance, Color
Sit	F		Sense of Sound Conversation/Communication
Manually Manipulate or Grasp	F		Sense of Smell NA
Reach Outward	F		Sense of Touch NA
Reach Above Shoulder	O		Ability to work in extreme temperatures seasonally
Climb or Crawl	O		

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Job Description



Squat, Kneel, or Bend	O		Lift/Carry	Up to 20 lbs frequently
Speak	O		Push/Pull	Up to 25 lbs frequently
Working environment may include occasional exposure to unpleasant environmental exposures or hazard.				

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their chain of command.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Approval (Supervisor):

Signature and Date

Applicant/Employee:

Signature and Date