

## PARK ASSISTANT

City of Athens Parks and Recreation Department

**GENERAL DESCRIPTION:** The position performs a variety of maintenance activities, including grounds, facilities, ball fields, as well as assisting with events. Reports to Operations Manager.

**NATURE OF WORK:** Work is assigned by supervisor who provides general direction in following established practices and clear-cut policies. Work is repetitive, but can also be non-standard. Choices or decisions are made without clearing them with supervisor in such areas as where to mow and establishing work schedule. Supervisor's input generally occurs while work is in process as well as upon conclusion. Errors in work are detected within the office/work area in which they occur possibly affecting work of others, and requiring expenditures of time to correct. The employee has daily contact with other department employees, other city employees, employees in other organizations, and the public.

**ESSENTIAL FUNCTIONS:** Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, and the ability to get along with others, are presumed qualities and may not be listed specifically. The essential functions identified for this job are:

- Performs ball field maintenance work, following established work standards and safety procedures.
- Performs ground maintenance work including mowing, weed control, and irrigation.
- Performs preventive maintenance on equipment, and transports equipment for repair.
- Inspects parks and facilities to determine maintenance needs; performs general maintenance needs such as cleaning, picking up litter, and painting.
- Provides set up and tear down maintenance at a variety of departmental events.
- Provides work site direction for seasonal employees.

### KNOWLEDGE, SKILLS, AND ABILITIES

**Equipment:** The employee operates machines, uses small hand and power tools, operates vehicles and light equipment, and uses electronic devices.

**Critical Skills/Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a

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positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Thorough knowledge of irrigation equipment to repair broken lines and program schedule.
- Thorough knowledge of mowing equipment to set cutting height and sharpen blades.
- Working knowledge of small engines to perform preventative maintenance.
- Ability to direct seasonal employees.
- Ability to calculate ratios for mixing fuel, fertilizer and herbicide.
- Ability to read and accurately follow detailed written instructions for operating equipment and handling chemicals.

**Physical and Cognitive Abilities:** See attached to Job Description.

**Minimum Qualifications:** A High School education or equivalent is preferred; related work experience is required. Must possess and maintain a valid Tennessee driver's license. Must be able and available to work days, nights, weekends and holidays.

**SUPERVISORY RESPONSIBILITIES:** Provides on-site direction to seasonal employees.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

## PHYSICAL/COGNITIVE ABILITIES SHEET

JOB POSITION: PARK ASSISTANT		
<b>STATEMENT</b>	<b>IMPORTANCE</b>	<b>FREQUENCY</b>
Climbing Ability	Somewhat Important	1-25% of the time
Balancing Ability	Not Important	1-25% of the time
Stooping Ability	Very Important	1-25% of the time
Twisting Ability	Very Important	1-25% of the time
Kneeling Ability	Very Important	1-25% of the time
Crouching Ability	Very Important	1-25% of the time
Crawling Ability	Not Important	1-25% of the time
Reaching Ability	Very Important	26-50% of the time
Standing Ability	<b>Extremely Important</b>	26-50% of the time
Walking Ability	<b>Extremely Important</b>	26-50% of the time
Running Ability	Not Important	1-25% of the time
Pushing Ability (Heavy)	<b>Extremely Important</b>	1-25% of the time
Pushing Ability (Medium)	<b>Extremely Important</b>	1-25% of the time
Pulling Ability (Heavy)	<b>Extremely Important</b>	1-25% of the time
Pulling Ability (Medium)	<b>Extremely Important</b>	1-25% of the time
Lifting Ability (Heavy)	<b>Extremely Important</b>	26-50% of the time
Lifting Ability (Medium)	<b>Extremely Important</b>	1-25% of the time
Fingering Ability	<b>Extremely Important</b>	1-25% of the time
Handling Ability	<b>Extremely Important</b>	1-25% of the time
Feeling Ability	Somewhat Important	1-25% of the time
Verbal Communication Ability	Very Important	1-25% of the time
Written Communication Ability	Somewhat Important	1-25% of the time
Hearing Ability	<b>Extremely Important</b>	75-100% of the time
Repetitive Motion Ability	Somewhat Important	1-25% of the time
Far Vision Ability	<b>Extremely Important</b>	75-100% of the time
Near Vision Ability	<b>Extremely Important</b>	75-100% of the time
Mid-Range Vision Ability	<b>Extremely Important</b>	75-100% of the time
Depth Perception Ability	<b>Extremely Important</b>	75-100% of the time
Visual Focus Ability	<b>Extremely Important</b>	75-100% of the time
Color Vision Ability	Very Important	1-25% of the time
Field of Vision Ability	<b>Extremely Important</b>	75-100% of the time
Sense of Smell	Very Important	26-50% of the time
Internal Work Environment	Somewhat Important	1-25% of the time
External Work Environment	<b>Extremely Important</b>	75-100% of the time
Ability to work in temperatures below 32 deg.F	<b>Extremely Important</b>	1-25% of the time
Ability to work in temperatures above 100 deg. F	<b>Extremely Important</b>	1-25% of the time
Ability to work in conditions with continuous noise level	<b>Extremely Important</b>	51-74% of the time
Ability to work in conditions with loud noise level	<b>Extremely Important</b>	51-74% of the time
Ability to work under hazardous work conditions	Very Important	1-25% of the time
Ability to work under varying atmospheric conditions	Somewhat Important	26-50% of the time
Ability to work under conditions subject to vibration	<b>Extremely Important</b>	51-74% of the time
Ability to work while wearing special equipment	Very Important	1-25% of the time
Ability to work while wearing body armor	Not Important	1-25% of the time
Reasoning Ability	Very Important	1-25% of the time
Basic Mathematical Skills	Very Important	1-25% of the time