



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: PARKS WORKER – Parks & Recreation Dept.

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 03/04/2024

CLOSING DATE: 03/11/2024

PAY RATE: SKILL LEVEL 6

SUMMARY DESCRIPTION:

This position will assist a team of Parks and Recreation grounds maintenance employees in the maintenance and upkeep of facilities, grounds and equipment of Troy Parks and Recreation. Responsibilities will include but not be limited to: Mowing grass, cleaning restrooms and maintaining all facilities and structures, preparing all athletic fields and facilities for games and special events, working assigned tournaments and special events, maintenance of equipment, operation of mowers, tractors, and hand-held equipment, any and all other duties, jobs and assignments as deemed necessary by supervisors to provide first-class parks and recreation facilities, activities and programs for the citizens of Troy and Pike County, Alabama.

REPRESENTATIVE DUTIES: Under the supervision of the Troy Parks and Recreation Director, Administrative Staff and Grounds Maintenance Supervisor:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist full-time and part-time personnel of the Troy Parks and Recreation grounds crew, and carry out assignments of day to day responsibilities, special projects and events.
2. Assist the Maintenance Manager in the upkeep of maintenance projects and procedures and the total upkeep of over 200 acres of Troy Parks and Recreation property including but not limited to athletic fields, walking trails, parks, swimming pools, playgrounds, open space, trees, shrubbery, pavilions, restrooms, gymnasiums and any and all other properties associated with Parks and Recreation and the City of Troy and/or advised by the Director, Administrative Personnel and/or the Maintenance Manager of Parks and Recreation.
3. Assist in the use and upkeep of equipment associated with Troy Parks and Recreation, including but not limited to trucks, tractors, lawn mowers, infield machines, hand and power tools, rental equipment and any and all other equipment and tools associated with projects and day to day operations of the department.

4. Communicate daily with the Maintenance Manager and Administrative Staff regarding assignments and day-to-day responsibilities and operations.
5. Make daily inspections of all facilities to insure cleanliness and potential maintenance issues which would require repair or replacement.
6. Address repairs to facilities and equipment as instructed by the Director, Administrative Staff and/or Maintenance Manager, and that equipment is repaired in an expedited and professional manner while seeking competitive pricing.
7. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of motor vehicle operations and maintenance.

Knowledge to maintain, operate and service small, medium and large equipment including but not related to lawn mowers, weed eaters, blowers, edger, chain saws, infield machines, medium to large size tractors and any attachments associated with any and all of the associated equipment.

Must be familiar with or willing to learn the operations and repair in regards to irrigation pipes, control boxes, valves and sprinkler heads.

Ability to work in an outdoor setting 12 months of the year.

Will be expected to work at any time of the day or night as scheduled, seven days a week if necessary, in regards to day to day operations and special events.

Ability to read and comprehend written labels and instructions associated with job projects, equipment maintenance, turf maintenance products and more.

Writing skills to communicate with the Maintenance Manager, Director, Administrative Staff and other members of the department concerning day to day operations, projects and reports.

Ability to communicate clearly and concisely.

Must be able to troubleshoot and problem-solve.

This job requires frequent lifting of heavy items and supplies on a daily basis of 50-100 pounds.

Knowledge of preventive maintenance procedures and the ability to conduct pre and post operation maintenance checks and services on vehicles and maintenance equipment.

MINIMUM QUALIFICATIONS

- A. Must possess a valid Alabama Driver's License.
- B. Must have a good driving record.
- C. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
- D. Subsequent to job offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an outdoor setting and some indoor work. Job requires medium to heavy physical labor regarding many daily responsibilities including baseball and softball field work, grass mowing, irrigation repair and maintenance, trash cleanup of facilities, janitorial responsibilities of public restrooms, construction of special projects and more. Lifting of 50-100 pounds is expected.
Supervisory Control
The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of semi-skilled and skilled manual labor. The operation of heavy equipment, hand-held equipment and ability to follow safety procedures contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the Director, Maintenance Manager and Administrative Staff and to act under their supervision. Success in this position results in greater effectiveness of Troy Parks and Recreation.
Personal Contacts
Contact is typically with employees, co-workers, vendors, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
Work Environment
The work is typically performed outdoors, 12 months of the year, sometimes seven days per week, from with some indoor work.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments is possible.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

**City of Troy
Human Resources Dept.
301 Charles W. Meeks Ave.
Troy, AL 36081**

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.
APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING
DATE.

The City of Troy is an Equal Opportunity Employer