



Job Description

Title: **Parks and Trails Maintenance Technician**
Department: **Parks and Facilities**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE

Serves as a friendly City agent interfacing daily with the public while maintaining City parks and trails to the highest of standards. Routinely maintains the appearance and cleanliness of designated City parks, park facilities, grounds keeping, park pavilions, trails, bathrooms, security and overall City facility aesthetics.

SUPERVISION RECEIVED

Works independently under the general supervision of the City Manager.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain Park restrooms and public common areas on a scheduled basis to ensure ongoing sanitation; mop floors; clean and disinfect toilets and sinks; clean drinking fountains; clean mirrors, glass doors, and other surfaces; fill soap and paper dispensers; empty and clean trash receptacles throughout parks
- Collect and remove all trash as scheduled
- Identify and report the need for major repairs
- Ability to use landscape blower and pressure washer
- Carries out various landscape management of the City's parks and open spaces as assigned
- Cleans park pavilions, gathering areas, sidewalks and other areas as assigned
- Inspects and maintains cleaning/maintenance & playground equipment to ensure safe operation
- Responsible for placing and taking down pavilion reservation signs
- Keeps records of work completed
- Provide facility visitors with information, directions, or other assistance, as permitted
- Open and close visitor area (locking doors, closing blinds, turning off lights) as needed
- Works closely with other maintenance staff and may take direction from project lead
- Other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent; and
- A valid Texas driver's license with clear driving record

Necessary Knowledge, Skills and Abilities:

- Knowledge of janitorial maintenance and all types of cleaning techniques;
- Knowledge of computer apps and familiarity with their use;
- Experience using basic gardening equipment;

- Experience in minor building repairs;
- Ability to take direction but work independently with sound judgment and with minimal supervision;
- Ability to employ a positive daily outlook in task assignments and work scope;
- Ability to work safely and to use equipment properly;
- Ability to communicate effectively and courteously with other City employees and the public.

TOOLS, EQUIPMENT & APPLICATION SOFTWARE USED

City maintenance EZ Go cart, leaf blower, shop vacuum, pressure washer, ladders, various hand tools, and cell phone mobile application.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to walk, stand, and sit for extended periods of time. The Parks and Trails Maintenance Technician must use eyes, ears, nose, arms, hands, fingers, legs and feet to perform assigned duties and responsibilities. The employee is occasionally required to run, climb, crawl, stoop, twist, balance, or otherwise extend or contort the body in the performance of duties.

The employee must occasionally lift and/or move up to 75 pounds.

Duties of the Parks and Trails Maintenance Technician include exposure to heights; loud noise and vibrations mechanical, electrical, and chemical hazards; fumes and odors; dust; mites; and possible toxic waste hazards.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job of the Parks and Trails Maintenance Technician is performed outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather.

ACKNOWLEDGEMENT

By signing below you understand the requirements, essential duties and responsibilities, of the position. You also understand this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. All employees of the City of Bee Cave are employed at-will, unless they have a contract approved by the City Council.

Employee Signature

Date

Supervisor Signature

Date