

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Temporary Parks and Grounds Maintenance (Summer)</b>
<b>Class Code Number</b>	Temporary
<b>FLSA Designation</b>	Temporary – Non- Exempt
<b>Pay Grade and Range</b>	Temporary
<b>Effective Date</b>	<b>November 2017</b>

### General Statement of Duties

Assists the City and Borough Parks and Grounds Supervisor in maintenance and beautification duties on parks, playgrounds, municipal building grounds and related areas; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain a clean, safe and beautiful environment in sports fields, parks, playgrounds, trails and public spaces within the City and Borough of Sitka. The work is performed under the direct supervision of the Parks and Grounds Supervisor. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, and the public. The principal duties of this class are performed in an outdoor environment that may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

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- Maintains landscaped and lawn areas owned or operated by the City and Borough;
- Maintains playgrounds, parks and recreation facilities, fences, cemeteries and related grounds;•
- Performs special projects related to beautification in the City;
- Plants, waters, fertilize, cultivate, mow and rakes grass;
- Trims brush and grass from fence lines and the banks of drainage ditches;
- Collects litter and debris;
- Maintain park restrooms and sanicans;
- Uses hand tools such as picks, shovels and rakes;
- Operates power equipment, including chain saws, edger, weed eaters, push and riding mowers, and field painters;

- Cleans and weeds flower beds, mulches around flowers and waters as appropriate;
- Performs maintenance upkeep on athletic fields;
- Operates mowers, tractors, chain saws and weed eaters and other equipment to maintain right-of-ways, medians and common areas;
- Operates truck with trailer in the performance of duties;
- Checks and maintains air, oil, fuel, spark plugs, mower blades, tires etc.;
- Cleans equipment and work area;
- Responds to citizens' questions and comments in a courteous manner;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Skill to use and maintain grounds keeping machinery; hand and power tools;
- Ability to communicate well with others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to comprehend and follow safety rules and regulations;
- Ability to perform a wide variety of groundskeeping duties.

### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED;
- Minimum age requirement is eighteen (18) years of age;
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a valid Alaska driver's license

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee accomplished assigned work;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit work sites throughout the City and Borough and to work in confined spaces, trenches, in rough terrain and access and operate construction and grounds keeping equipment and tools.