

JOB DESCRIPTION
CONSTRUCTION MAINTENANCE WORKER
PARKS, RECREATION AND TOURISM



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

Human Resources Department
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing a variety of tasks related to general parks maintenance with an emphasis on custodial and grounds maintenance services to city parks and facilities, athletic fields, and golf course to include collecting, transporting, and disposing of bagged and loose litter and refuse.

There are two (2) levels of Construction Maintenance Worker distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Performs general custodial duties in parks and parks facilities throughout the City including collecting, emptying and disposing of trash, removing fallen tree debris and litter, cleaning restrooms and picnic areas. Inspects parks for maintenance needs and safety concerns; takes corrective action as appropriate.

Serves as lead worker to a crew of court ordered community service workers performing maintenance duties. Assigns workers, and fills out related tracking paperwork.

Uses a variety of hand tools and equipment to include, but not limited to, weed eaters, blowers, mowers, etc.

Assists during set-up and tear down of special events at parks and recreation facilities. Responds to questions and inquiries from the public.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Grounds Maintenance - Some knowledge of the techniques, tools, methods, practices, procedures and materials related to grounds maintenance, landscaping, and vegetation control.
- Cleaning Methods - General knowledge of cleaning methods, materials and equipment involved in custodial maintenance.

- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment. Knowledge of traffic laws and regulations governing the operation of equipment.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Judgement/Decision Making -Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

REQUIRED ABILITIES

- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- Communication - Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy.

EDUCATION AND EXPERIENCE

Construction/Maintenance Worker I - Requires a high school diploma, or an equivalent combination of education and experience.

Construction/Maintenance Worker II - Requires a high school diploma and 1 year of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a sex offender registry check.

This position requires pre-employment medical examination.

This position may require a valid driver's license with acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENT

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, or water hazards.