

JOB DESCRIPTION:

Parks & Recreation Maintenance Worker

GENERAL:

Under direction of the Parks Department Director, performs a variety of tasks in the upkeep, cleaning, construction, maintenance and/or repair of Kingston Springs parks and related facilities. Performs setup, oversight, and teardown of Parks, and Town related events, programs, and sports activities. Responsible for maintaining Town Activity Center as well as all other Parks related facilities and equipment. Represents the town of Kingston Springs in a polite and professional manner.

MINIMUM REQUIREMENTS:

High School Diploma or GED required. Valid driver's license required. Knowledge of general construction tools and equipment with safe work practices. The ability to perform general construction and maintenance activities; perform heavy manual labor; operation of a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relations with those contacted in the course of work.

SPECIAL REQUIREMENTS:

Must have the ability to work independently with minimal direction while exercising judgement and initiative to obtain a high level of results. Duties will require the ability to operate a full range of mechanical equipment related to various required tasks.

DUTIES AND RESPONSIBILITIES (may include but are not limited to the following):

- Plan and prioritize daily work to maintain parks at a high standard
- Operate mowers, tractors, vehicles and other small equipment
- Utilize a variety of hand and power tools in park landscape maintenance
- Assist in routine maintenance of such equipment
- Maintain landscape, including trees, shrubs, lawn, and other natural park features
- Prepare and maintain athletic fields and related facilities
- Clean restrooms and pick up litter around parks
- Perform general maintenance, construction and repair of park and recreational facilities
- Assist with successful execution and completion of Parks and Town events
- Maintain accurate records of time, materials and equipment used
- Maintain a positive, customer focused image of the Town of Kingston Springs. Respond to user concerns, problems, or complaints in a timely manner.
- Assist with other Town Departments as workload dictates.
- Perform a variety of duties with event preparation, cleaning and upkeep of Town Activity Center as well as all other Parks related facilities and equipment.
- Performs all duties with appropriate safety and security standards

It is the policy of the Town of Kingston Springs, Tennessee to provide equal employment opportunities and to provide its programs, activities, and services to all individuals regardless of race, color, religion, sex, national origin, age, disability, or status in any other group protected by law.