



P. O. Box 239  
Lockhart, TX 78644

# Job Description Form

**Job Title: Parks Worker I**

**Date: October 1, 2016**

**Revised Date: September 14, 2016**

**Pay Range: \$10.32 - \$12.02 - \$13.72Hr.**

**Pay Grade: ( 21 ) Non-Exempt**

**Brief Description of the Job:**

Maintain city parks: Mow lawns, plant trees, prune trees, pick up trash and operate small landscaping equipment.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
<b>Essential Functions</b>			
1. Mow, edge lawns; rake and clean flower beds in and around parks and city buildings.	55	M	A,C,D,E,F,G, H, J, K,M,Q
2. Pick up trash throughout the week at various parks.	10	M	A,C,D,E,G,H,M,Q
3. Load equipment on trucks and drive to locations.	5	H	A,B,C,D,E,G,H,K,M,Q
4. Paint equipment, fences, picnic tables; perform basic carpentry, plumbing and electrical repairs.	5	M	A,C,D,E,G, H, K, M, Q
5. Plant, prune, and remove trees and shrubs	5	H	A,C,D,E,F,G,H K,M,N,O,P,Q
6. Water plants, shrubs, trees and grass; maintain and repair water systems.	5	L	A,C,D,E,G,H K, M, Q
7. Prepare for special events which include setting up temporary fences, barricades, moving bleachers, tables/chairs, barrels for occasions such as Chisholm Trail, Deis-Y-Seis, Halloween Carnival, Dicken's on the square, etc.	5	L	A, C, D, E, G, H, K, M, O, P, Q
8. Maintain City cemetery.	10	M	A, C, D, E, F, G, H, K, M, Q
9			
	100		
A. STANDING    D. LIFTING    G. REACHING    J. KNEELING    M. BENDING    P. BALANCING    S. TALKING B. SITTING    E. CARRYING    H. HANDLING    K. CROUCHING    N. TWISTING    Q. VISION    T. FOOT CONTROLS C. WALKING    F. PUSH/PULL    I. FINE DEXTERITY    L. CRAWLING    O. CLIMBING    R. HEARING    U. OTHER: _____			

**PHYSICAL DEMANDS**

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**OVERALL STRENGTH DEMANDS:**

SEDENTARY \_\_\_\_\_ LIGHT \_\_\_\_\_ MEDIUM \_\_\_\_\_ HEAVY  X  Very Heavy \_\_\_\_\_

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u> C </u>	G. REACHING	<u> F </u>	M. BENDING	<u> F </u>	S. TALKING	<u> F </u>
B. SITTING	<u> O </u>	H. HANDLING	<u> C </u>	N. TWISTING	<u> O </u>	T. FOOT CONTROLS	<u> O </u>
C. WALKING	<u> C </u>	I. FINE DEXTERTY	_____	O. CLIMBING	<u> O </u>	U. OTHER: _____	_____
D. LIFTING	<u> F </u>	J. KNEELING	<u> O </u>	P. BALANCING	<u> O </u>		
E. CARRYING	<u> F </u>	K. CROUCHING	<u> O </u>	Q. VISION	<u> F </u>		
F. PUSH/PULL	<u> F </u>	L. CRAWLING	_____	R. HEARING	<u> C </u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMODATION.

Physical Demand	Description
Standing/Walking:	For most job tasks. On asphalt, gravel, grass, dirt and mud.
Handling:	To operate the majority of landscape tools and equipment which include shovels, rakes, motorized equipment and in use of basic handtools.
Lifting/Carrying:	Various types of landscape equipment: Chainsaws (10-18 lbs.), weed eaters (14 lbs.) edger (63 lbs.), push mower (63 lbs.), into and out of the bed of a pickup truck (approximate bed height - 40 inches); to pick up tree limbs, trash, land scape tools (shovels, rakes and posthole diggers), hoses and other park maintenance tools and equipment (up to 50 lbs.); to prune trees and remove limbs and logs (from 3lbs to 65 lbs.), from pruning area to trailer; to carry various other objects throughout the work day.
Pushing/Pulling:	To start various landscape equipment: chainsaw (pull strength 8 lbs.); lawnmower and edger (pull strength 24 lbs.); to operate lawnmowers and edgers; to saw tree limbs with polesaw or pruning saw.
Reaching:	Overhead reach to prune trees; operate polesaw.
Bending:	To pick up trash and other items in areas; to remove items from pickup truck bed; to perform basic preventive maintenance on pickup trucks and other landscape equipment.
Vision:	To operate motor vehicle and all other equipment; perform repair & maintenance tasks.
Sitting:	To drive to worksite locations.
Kneeling:	To edge and clean flower beds.
Crouching:	To trim bushes and flower beds; to maintain water systems and fences.
Twisting:	To prune trees; rake; perform other landscaping activities.
Climbing/Balancing:	To use ladders to prune trees and perform basic park maintenance.
Foot Controls:	To operate pickup trucks & lawn mowers.

**PHYSICAL DEMANDS**

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**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Lawn mower, edger, trimmer, chainsaw, pruning tools, wheelbarrow, blower, hoses, rake, shovel, posthole digger, pruning shears, basic handtools.

**ENVIRONMENTAL FACTORS**

Work in various weather conditions, including hot and humid situations; occasional chlorine contact when performing maintenance of City Pools; work in or near road traffic and heights; work with power equipment, mowers and chainsaws.

**PROTECTIVE EQUIPMENT**

Hard hat, safety glasses, gloves, boots, protective outer wear, orange vests and safety cones.

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	___	Emergency Situations	<u>  R  </u>
Noisy/Distracting Environment	<u>  R  </u>	Tedious Exacting Work	<u>  R  </u>
Performing Multiple Tasks Simultaneousl	<u>  R  </u>	Working Closely with Others as part of a Team	<u>  F  </u>
Danger/Physical Abuse	<u>  R  </u>	Irregular Schedule/Overtime	<u>  R  </u>
Frequent Change of Tasks	<u>  F  </u>	Other (Description Below:)	_____

**JOB REQUIREMENTS**

**FORMAL EDUCATION**

High School education preferred, but minimum level reading/writing skills acceptable.

**EXPERIENCE**

- Some landscape experience preferred.
- Some basic plumbing experience preferred.
- Some experience working on small engines preferred.

**OTHER REQUIREMENTS**

- Valid Texas Driver's License.
- Good driving record

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**READING**

Traffic signs, warning labels and simple operating instructions.

**WRITING**

Work orders for repair and equipment.

**MATH**

Simple linear measurement.

**OTHER REQUIRED SKILLS:**

Reasoning, Supervisory, Managerial, Interpersonal:

No reasoning, supervisory, managerial or interpersonal skills needed. Be courteous to the public while performing duties at City parks.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

**I have reviewed the experience and qualification requirements of the job and I feel I am qualified.**

\_\_\_\_\_  
Applicant/Employee - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Chris Sager / Parks Manager  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_