

TOWN OF PLEASANT GARDEN, NC
JOB DESCRIPTION
MAINTENANCE WORKER II

GENERAL STATEMENT OF JOB

Under supervision of the Parks, Recreation and Facilities Director performs responsible unskilled to skilled trades and duties in the maintenance and care of parks, athletic fields and facilities related to Town-owned properties. This includes, but is not limited to, the Town Hall property, Volunteer Park and the Pleasant Garden Community Center.

DUTIES AND RESPONSIBILITIES *(order does not indicate level of importance)*

- Performs grounds' maintenance duties including mowing grass, trimming shrubs and trees, and ground debris and trash;
- Performs landscaping duties including pruning, planting, and mulching flower or plant beds and trees;
- Performs maintenance, minor construction, and repair duties on recreational facilities, playgrounds, picnic areas, dog park, and other recreational areas; checks equipment for safety, paints or other repairs;
- Drags and marks ball fields and levels dirt infields and base lines; lines soccer fields; will operate riding mower, bunker rake, weed eater, blower, chainsaw and other maintenance equipment; drives truck with trailer to transport equipment; sprays various herbicide and pesticide treatments in landscape and field turf;
- Assists with various special events and projects, including large-scale community events;
- Must be proficient with wide variety of power tools and equipment related to general maintenance and landscaping. Should be knowledgeable about herbicides, topsoil, ball field mix, mulch, etc.;
- Handles emergency weather events, clears storm damage.

MINIMUM TRAINING AND EXPERIENCE

Requires the following:

- 1) Any combination of education and experience equivalent to high school graduation and considerable related experience supplemented by training in landscaping and turf management that provides the necessary knowledge, skills and abilities;
- 2) Valid North Carolina driver's license;
- 3) Possession NC Pesticide License or willingness and ability to become licensed within six months of hire.

- 4) Possession of Nutrient Management Training as required by the Jordan Lake Nutrient Management Rule 15A NCAC 02B.02712 or ability to become certified within three months of hire.
- 5) Ability to perform regular physical labor as further directed below.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

Physical Requirements:

Must be able to physically perform the basic life operational functions of the combination of climbing, balancing, stooping, kneeling, crouching and crawling, reaching, walking, lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 50 pounds) and occasionally heavier objects and materials (up to 100 pounds).

Interpersonal Communications:

Requires the ability of conveying and exchanging information. This may include receiving assignments and/or direction.

Language Ability:

Requires the ability to read a variety of procedural manuals, technical manuals, etc. Requires the ability to prepare reports, records, maintenance schedules, etc., Position requires the ability to speak to others with poise, voice control and confidence.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions to supervisor.

Numerical Aptitude:

Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of fractions, percentages, ratios and proportion.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Policy Implementation:

Is responsible for compliance with State Laws and County and Town ordinances and policies.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur within areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Dependability:

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness found in the Town Personnel Policy. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same.

Relationships with Others:

Develops and maintains cooperative and courteous relationships internally and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Leading:

Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective work ethic and how such principles are to be applied. Exercises enthusiasm toward achievement of established goals and objectives.

Human Relations:

Strives to develop and maintain excellent rapport with other Staff. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Formulation:

Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practices are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance.