

The City of Marshfield Position Description

Name: _____ **Department:** Parks/Animal Control
Position Title: Parks Maintenance and Animal Control **FLSA:** Non-Exempt
Date: _____ **Reports to:** Street
 Superintendent/Parks Director

Pre-employment processes

Reference Check	Criminal Background	Financial Background	Driver's License	Education/License Certification	Drug Screen
X			X		X

Purpose of Position

The purpose of this position is to keep up with day to day operations and maintenance of all Parks properties within the City of Marshfield and perform a variety of tasks within the Parks system. This position is also responsible for heading up the animal control functions for the City. The work is performed under the direction of the Street Superintendent, Street Foreman, and the Parks Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operates equipment, including but not limited to, loaders, backhoes, skid-steer, tractors, bucket trucks, trucks and snow removal equipment.

Assist form, pour and finish concrete

Completes carpentry projects as assigned.

Performs routine preventive maintenance and repair to equipment and vehicles. Monitors equipment operation and reports malfunctions. Inspects equipment for safety hazards.

Removes and trims brush and trees. Plants trees.

Operates jack hammer, cutting torch, welder and other equipment used in maintenance, repair and construction.

Performs custodial tasks.

Maintenance and repairs in the City of Marshfield's Park system.

Must be certified and hold certification to oversee and work with our inmate program that we utilize for day to day functions from OCC (Ozark Correction Center).

Performs Animal Control duties and all associated phone calls, reporting and public hearings for such duties.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs grounds maintenance/clean-up work.

Assists other departments as needed or directed by superiors.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, carpentry skills are preferred, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A class B commercial driver's license with air-brake endorsement required within 6-months of employment at employers expense.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.

Ability to communicate orally and in writing with department personnel and work-release inmates.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as leading and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria, which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery while monitoring multiple conditions and making multiple, complex and rapid adjustments. Such equipment includes backhoe, skid-steerer, jack hammer, power saws, dump truck, snow removal equipment, generator, mechanic's tools, mowers, tractors, bucket truck, carpenter's tools, garden tools, survey laser, calculator and drafting instruments.

Parks Maintenance

Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as heavy equipment operation.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under frequently uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise, vibrations, wetness, machinery, traffic hazards and/or dust may cause or causing discomfort and where there is a risk of injury.

The City of Marshfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee

Supervisor

Date

Date