



# City of Tempe

## PARKS FACILITY MAINTENANCE WORKER I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	115	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$19.394712
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$26.182692
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Groundskeeper II+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Parks Facility Maintenance Worker series. This class is distinguished from the Parks Facility Maintenance Worker II+ by the performance of the more routine tasks and duties assigned to positions within the series including semi-skilled and skilled installation, servicing, repairing and/or maintaining City owned facilities, equipment, fixtures and grounds.

**REPORTING RELATIONSHIPS**

Receives direct supervision from higher supervisory or management staff.

**MINIMUM QUALIFICATIONS**

<i>Experience:</i>	Two years of experience in one or more specific construction, building or electrical trades.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by specialized training in construction building or electrical trades.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver’s license.</li> <li>• May be required to obtain a Department of Transportation Medical Certification within 6 months of hire.</li> </ul>

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of semi-skilled and skilled work in the maintenance, repair, alteration and construction of parks assets including facilities, equipment, fixtures and grounds.

**OTHER DUTIES AS ASSIGNED**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Inspect, maintain and repair City park facilities, equipment and buildings by performing a variety of skilled carpentry, painting, sheet rocking, concrete/masonry, welding, plumbing and electrical repair work.
- Install, maintain and repair a variety of wood and roof coverings such as composition, rolled, shingle, thermal and clay tile.
- Construct, install, remodel and repair a variety of facility components such windows, doors and masonry; construct a variety of specialized items as required.
- Inspect, maintain, repair and construct concrete structures; build forms; pour and finish concrete.
- Inspect, maintain and repair playground and park equipment.
- Inspect, maintain, troubleshoot, repair and replace plumbing fixtures and equipment.
- Install backflow preventers.
- Repair or replace relays, heavy duty fuses, time clocks and controllers, and transformers.
- Measure, cut, thread and install electric conduits.
- Cut, weld and braze light and heavy gauge metals.
- Operate, maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, paint sprayers, welders, plumbing snakes, rodders, routers, grinders, electric generators, gas, diesel and natural gas engines, and sump pumps.
- Read and interpret sketches, diagrams, drawings and blueprints.
- Repair and install electrical lighting systems and fixtures.
- Install, maintain, troubleshoot, repair and replace electrical wiring, systems, equipment and fixtures.
- Bluestake electrical utilities.
- Operate specialized heavy equipment such as aerial lift and backhoe.
- Coordinate, oversee and inspect work of contractors to ensure quality and compliance with terms of contract.
- Assist in coordinating park facility maintenance services activities with other City departments, divisions, and sections and with outside agencies.
- Initiate or assist crew with procurement of materials, supplies and equipment; reconcile procurement card monthly code invoice for payment processing.
- Utilizes computerized work order and asset management software to document repairs, preventative maintenance, and assets
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects such as bags of cement and fertilizer up to 90 lbs.
- Move heavy object with forklift, dolly such as pallets of fertilizer and cement.
- Operate city vehicles.
- Use power tools.
- Use tools.
- Climb stairways, ladders, and work on elevated structures.
- Traverse uneven surfaces, such as parks, desert areas, parking lots, plazas, planters, golf courses, sidewalks, and medians.
- Work in a stationary position for considerable periods of time, such as sitting at a desk working on computer or completing paperwork.
- Operates computers, calculators, and other office machines.
- Extensive reading and close vision work.
- Work out-of-doors in inclement weather.
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electric shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours.
- May work alone for extended periods of time.
- Other physical attributes essential to the classification, such as attend meetings.
- Operate city equipment.
- May be required to respond to after-hours emergencies.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Reviewed February 1992*

*Revised July 2007 (Duties)*

*Revised June 2008 (Duties)*

*Revised November 2016 (revise entire job description)*

*Revised March 2019 (PW reorg – moved to Community Services)*