

TOWN OF CANTON, NORTH CAROLINA

CLASS DESCRIPTION

CLASS TITLE: PART TIME PARKS AND RECREATION MAINTENANCE WORKER

Department: Parks and Recreation Department
Reporting To: Parks and Recreation Director
Direct Reports: Laborers
FLSA Status: Non-Exempt
Last Updated On: October 22, 2024

GENERAL DESCRIPTION OF CLASS:

Under general supervision, supervises and participates in the maintenance of Town parks and recreational facilities; ensures the safety of parks and facilities for staff and the public; performs other work as assigned.

ESSENTIAL FUNCTIONS:

- Identifies, prioritizes, and tracks deferred maintenance projects.
- Ensures staff compliance with all department and Town policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.
- Prepares and submits required records and reports.
- Develops and updates standard operating procedures.
- Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.
- Conducts selection of part-time staff.
- Supervises assigned maintenance staff including instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel, assisting with the selection of new employees; acting on employee problems; and recommending and implementing employee discipline.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Assists subordinates with and/or performs semi-skilled maintenance work.
- Attends meetings, workshops, training, etc., as necessary to maintain job knowledge and skills.
- Inspects grounds and facilities for security and safety and takes appropriate steps to ensure the safety of all staff and citizens and the protection of Town recreational property.
- Drags and lines baseball fields.
- Operates riding and hand mowers to mow baseball fields and park grounds.
- Picks up and disposes of trash and garbage; empties trash containers in areas.
- Performs general custodial work.
- Performs general grounds keeping work, including but not limited to installing sod and landscape materials, mowing grass, weed eating, mowing, trimming shrubs and trees, watering grounds and landscaped areas, applying fertilizers and pesticides, removing weeds, removing debris, etc.
- Performs minor building maintenance work, including but not limited to minor construction / renovation / carpentry work, plumbing installation and repairs, painting interior and exterior surfaces, building and repairing playground equipment, building and repairing picnic tables and benches, basic electrical repairs, etc.

- Performs necessary maintenance at the international paper complex including, dragging fields, lining fields, mowing, and picks up trash.
- Coordinates with other Town departments as necessary to execute maintenance and repair projects.
- Schedules field usage for softball and baseball practices, gamers, and tournaments.
- Researches and makes recommendations for facility use fees.
- Maintains an adequate inventory of necessary equipment, materials and supplies.
- Participates in preparations for special events.
- Inspects motorized, construction, cleaning and grounds maintenance equipment; initiates repairs when necessary.
- Provides staff training in general operations, equipment use and maintenance, and safety procedures and protocols.
- Performs other work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan, prioritize, and execute short and long term maintenance projects for parks and recreation sites and facilities.
- Ability to understand and follow both oral and written instructions.
- Ability to prepare written work orders and reports.
- Ability to express ideas and to relay those ideas to others both orally and in writing.
- Ability to use a computer and related software including Microsoft Office suite.
- Ability to lead a crew and to direct their efforts into completing tasks and projects.
- Ability to establish and maintain effective working relationships with associates and exhibit considerable tact in dealing with the public.
- Thorough knowledge of custodial, landscaping, and grounds maintenance practices and procedures.
- Thorough knowledge of turf grass management
- General knowledge of small engine repair, plumbing, and carpentry
- Thorough knowledge of the tools, materials, and equipment used in general construction and maintenance work.
- General knowledge of safety precautions applicable to the duties of the class.
- Ability to operate light machinery and equipment including tractor, bobcat, mini-excavator, 4x4 utility vehicle, and dragging machine.
- Ability to perform manual labor for extended periods of time in various weather conditions.

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or GED equivalent supplemented by formal training, special courses, or self-education in facilities maintenance, landscape contracting, turf maintenance, or a closely related field and a minimum of two (2) years of facilities and/or grounds maintenance experience; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the position.
- Associates or vocational school degree is preferable.

SPECIAL REQUIREMENTS:

- Must possess a valid North Carolina driver's license (Class A or B CDL preferred).
- Pesticide Applicator license or ability to obtain within six (6) months of hire.

- Possession of CPR, first aid, AED
- playground inspector certifications preferred.

WORKING CONDITIONS:

- The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals.

ADA COMPLIANCE

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, standing, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motion.