

CITY of AZTEC JOB DESCRIPTION

Job Title: General Services Tech
Department: Parks-Recreation-Building Maintenance
Shift: Regular 40 hours, 24 hour call
Pay Plan: GR 12.2 @ \$13.57/hr
Exempt: No
Reports To: Director of General Services
General Direction From: Director of General Services/GSS Supervisor
Position Closes: **Open Until Filled**

PURPOSE & NATURE OF JOB

This is skilled and unskilled work in the performance of tasks involving manual labor. The work involves the performance of tasks of a heavy manual nature. Must be able to supervise work crews assigned to Parks and Maintenance including temporary workers, community service workers and trustees.

ESSENTIAL DUTIES

Will be responsible for the routine maintenance of the grounds and buildings belonging to the City of Aztec as assigned by the General Services Director. May be responsible for maintenance of various playing fields, including striping of baseball/softball fields, will include field prep and striping during sports seasons. Will be responsible for weed control, fertilizing, and mowing as well as flower beds and sprinkler system maintenance. Knowledge of plant materials preferred. Digs and refills water or sewer ditches, utility cuts, etc., in the parks areas. Cleans and maintains landscaped areas. Will assist with the daily operations and maintenance of the Minium Park splash pad.

Performs light building maintenance, painting and general repairs. Cleans up around facilities. Loads and unloads trucks of various materials. Installs and maintains sprinkler and irrigation systems. Both hand and mechanical snow removal during inclement weather.

RESPONSIBILITIES

Supervision: May serve as lead worker of one crew or group.
Public Contact: Contacts with people and/or managers regarding routine administrative or technical matters
Budget: N/a
Other: As directed.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education: High School diploma or GED equivalent.

Experience: One year training or experience in ground maintenance preferred.

Knowledge: N/A

Certificates/Licenses: N/A

Recertification: N/A

Use of Tools and/or Equipment: Tractors, pickup trucks, flat bed trucks, backhoe, riding and manual lawn mowers, power and hand tools, weed eaters, chainsaw, air compressor, jack hammer, propane torch, trencher, quickie saw, tamper, electric drills and saws

WORK ENVIRONMENT

Physical Demands: Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (80 lbs.) pushing, pulling with excessive crouching, stooping or lying in prone position. Could involve intense strain on sight and hearing. High manual dexterity is required.

Hazards: Daily exposures to hazardous work conditions.

Exposures: Prolonged and frequent exposure to herbicides, fertilizer, fungicides, insecticides, gravel, water, dirt, grass, topsoil, sand, paint, paint remover; gasoline, oil, diesel and other job related products. Irrigation controllers, valves, PVC pipe, glue & solvent, or severe outdoor weather conditions. Recurring conditions which involve chance of injury.