

The Maryland-National Capital Park and Planning Commission

TITLE: Park/General Maintenance Worker I GRADE: L02 CODE: 5221
SERIES: Buildings and Grounds Maintenance REV: 10/23/03 FLSA: Non-Exempt

Class Definition

Under close supervision, and with on-the-job training, performs park/general maintenance work involving some responsibility, complexity, and variety. This is the entry level in park/general maintenance work, performing general grounds maintenance and routine building maintenance at parks, golf courses, recreation centers, and other Commission sites. Operates various hand tools, push mowers, and small riding mowers. Performs custodial maintenance in Commission buildings. Performs work of increasing difficulty and responsibility to develop and improve skills. Performs other related duties as assigned.

Examples of Important Duties:

1. Operates light to medium trucks with small trailers (for example, stake body, small dump truck, pickup truck). Operates various hand and power tools (for example, string trimmers, pole pruners). May also operate push mower and small riding mower used primarily for trimming operations.
2. Performs general grounds maintenance such as collecting, removing, and disposing of litter and debris. Operates small blowers or vacuums. Shovels snow and spreads salt or other abrasives on walks. Stacks wood and brush. Manually loads various materials on truck.
3. Sweeps, mops, vacuums, and dusts offices and public areas of buildings. Strips, waxes, and buffs floors. Cleans, deodorizes, and disinfects faucets, sinks, toilets, etc. Replaces supplies, collects trash, and moves furniture. Makes minor building repairs.
4. Performs tree maintenance duties. Operates chain saw and axe to cut down trees from ground level. Cuts up logs and splits wood. Sets up warning signs around immediate area of tree work in populated areas. Directs traffic as needed. Operates chipping machine to grind brush into mulch.
5. Performs various manual labor duties (for example, digging ditches, assisting with laying irrigation lines, installing and/or constructing picnic tables, play equipment, signs, fences, bridges, drinking fountains, trails and trail structures, sheds).
6. Assists in performing routine maintenance and repairs to park buildings and structures (for example, rough carpentry, painting).
7. Assists in performing routine maintenance and repairs to equipment and vehicles.
8. Assists in the construction and maintenance of trails (for example, maintaining clearances, repairing water damage, removing obstacles and debris).
9. Assists with maintenance of athletic fields, according to established standards. Operates tractor to rake, drag, and grade fields. Marks appropriate lines. Installs amenities associated with athletic fields. Fills holes in fields, seeds and sods. Operates athletic area lights.

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Examples of Important Duties (continued)

10. Performs general landscaping duties. Spreads mulch and wood chips in playground areas, paths, and flowerbeds. Installs landscaping ties. Participates in and assists higher-level landscaping/gardening personnel in tree digging and planting.
11. Receives training in mixing and spraying pesticides.
12. May collect and/or enter data into daily reports and work order completion forms. Assists with training of seasonal staff.
13. Performs entry-level golf course maintenance work (for example, rakes sand traps, changes flags and tee markers and moves cups on greens).
14. Reports unsafe and hazardous conditions of park facilities and amenities.

Important Worker Characteristics:

- A. Some knowledge of: (1) grounds maintenance*; (2) landscaping*; (3) parks and park/general maintenance*; (4) safety*; (5) turf maintenance*; (6) cleaning agents, procedures, and equipment*, and (7) Commission organization, policies and procedures*;
- B. Skill in operation of: (1) hand and power tools*; (2) push and riding mower*; (3) trucks*; and (4) small equipment*.
- C. Ability to: (1) understand a system of procedures; (2) read and write routine materials and records; (3) provide courteous service; (4) perform manual work requiring physical effort and dexterity and (5) lift up to 100 pounds desirable.

*Developed primarily after employment in this job class.

Minimum Qualifications:

1. Pass Commission medical examination.
2. Age 18.
3. Ability to read and write.

Working Conditions

Primarily works outside, but may work inside on occasion or as assigned. May work weekends, evenings, and holidays. Exposed to weather, dirt, waste, odors, caustic chemicals, pesticides, wildlife, and potentially harmful insects (for example, bees, hornets, wasps, etc.)