



**Town of Mt. Crested Butte
Job Description
Parks Department**

Position Title: PARKS CREW – YEAR AROUND

Reports to: Parks Supervisor

Direct reports to this position: none

FLSA Status: Non-exempt

Pre-Hire Requirements: This position requires successful passing of a criminal background and motor vehicle check.

Hours: 4 – 10 hour days per week, one weekend day in the winter is required. Overtime is required based on weather and snow storms.

Employment Type: Salaried, eligible for overtime.

JOB SUMMARY

Under general supervision, perform semi-skilled landscaping construction, maintenance and repair tasks related to park development and maintenance. This includes caring for gardens, lawns, playgrounds and fitness equipment; cleaning and maintaining park buildings and facilities; removing trash from Park areas and right-of-ways; and maintaining equipment and tools to the standards determined by the Parks Supervisor.

TYPICAL TASKS

- Prepare soil for planting.
- Plant, fertilize, trim and prune shrubs, trees, lawns, and flowers.
- Clean and maintain park structures including restrooms, picnic areas, stoves, fire rings, playground equipment, recreation areas.
- Wash windows in park buildings.
- Collect and haul trash and recycling.
- Clear weeds and brush.
- Dig trenches.
- Mow, rake, and edge lawns.
- Clean oils and sharpen clippers, mowers, and other equipment.
- Paint or stain structures, benches, tables, signs, trash cans, barricades, and fences.
- Build forms and pour concrete.

- Install and repair sprinkler pipes and heads, irrigation and water systems, and time clocks, including cutting and threading pipe.
- Install and repair playground equipment, rock walls, barriers, and other landscape features.
- Operate chain saws, trucks, power and hand tools, and light equipment such as skid steer and mowers.
- Construction, maintenance and repair of park structures and equipment using skills in the crafts of carpentry, masonry, plumbing, electrical work, small equipment repair and welding.
- Perform preventive maintenance and minor repairs to power tools, hand tools, and vehicles.
- Clean up work areas.
- Snow removal, mostly in the winter months but can be year around.
- As needed, may help train unskilled and temporary employees in the procedures of the work.
- Empty trash receptacles and dog waste stations cans throughout town.
- Assist with any special events held in Town, as needed.
- Gather and remove litter.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Operate vehicles or powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain-saws, electric clippers, sod cutters, or pruning saws.
- Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers or foliage.
- Trim or pick flowers and clean flower beds.
- Attach wires from planted trees to support stakes.
- Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, or shrubs and apply mulch for protection, using gardening tools.
- Mow or edge lawns, using power mowers or edgers.
- Rake, mulch, and compost leaves.
- Decorate gardens with stones or plants.
- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
- Dismantle machines, equipment, or devices to access and remove defective parts, using hand tools, or power tools.
- Perform routine maintenance, such as inspecting drives, motors, or belts, checking fluid levels, replacing filters, or doing other preventive maintenance actions.

- Repair machines, equipment, or structures, using tools such as hammers, hoists, saws, drills, wrenches, or equipment such as precision measuring instruments or electrical or electronic testing devices.
- Clean or lubricate shafts, bearings, gears, or other parts of machinery.
- Adjust functional parts of devices or control instruments, using hand tools, levels, plumb bobs, or straightedges.
- Order parts, supplies, or equipment from catalogs or suppliers.
- Paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Record type and cost of maintenance or repair work.
- Other duties as assigned.

REQUIREMENTS

- Availability to work a flexible schedule including evenings, weekends, holidays, and for emergencies as needed.
- Flexibility to perform a variety of tasks with a good attitude.
- Ability to read, interpret, and follow written and oral instructions.
- Inclined to interact effectively with others.
- Ability to perform heavy manual labor which entails frequent lifting and carrying of heavy/bulky items such as construction materials, bags of cement, jack hammers, picnic tables, pesticide sprayers, backpack blowers, and full garbage cans which weigh up to 75 pounds.
- Manual dexterity for a variety of tasks such as dismantling and repairing sprinkler heads.
- Valid Colorado driver's license.

KNOWLEDGE AND SKILLS

- **Mechanical:** Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Basic Skills

- **Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

- **Mathematics** Using mathematics to solve problems.
- **Monitoring** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** Understanding written sentences and paragraphs in work related documents.
- **Science** Using scientific rules and methods to solve problems.
- **Speaking** Talking to others to convey information effectively.
- **Writing** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination** Adjusting actions in relation to others' actions.
- **Instructing** Teaching others how to do something.
- **Negotiation** Bringing others together and trying to reconcile differences.
- **Persuasion** Persuading others to change their minds or behavior.
- **Service Orientation** Actively looking for ways to help people.
- **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.
- **Complex Problem Solving** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection** Determining the kind of tools and equipment needed to do a job.
- **Installation** Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation Monitoring** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Operation and Control** Controlling operations of equipment or systems.
- **Repairing** Repairing machines or systems using the needed tools.
- **Troubleshooting** Determining causes of operating errors and deciding what to do about it.

Systems Skills

- **Judgment and Decision Making** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- **Management of Material Resources** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management** Managing one's own time.

Work Context

Body Positioning

- Requires bending or twisting
- Requires walking and running

- Requires kneeling, crouching, stooping or crawling
- Requires using hands to handle, control, or feel objects, tools or controls
- Requires standing
- Requires repetitive movement

Communication

- Requires contact with others (face-to-face, by telephone, or otherwise)
- Requires face-to-face discussions with individuals or teams
- Requires writing letters and memos
- Requires use of electronic mail
- Requires telephone conversations

Conflict

- Includes conflict situations
- Requires dealing with unpleasant, angry, or discourteous people

Environment

- Requires working in extremely bright or inadequate lighting conditions
- Requires working in cramped work spaces and getting into awkward positions
- Includes exposure to contaminants
- Requires working in all types of weather, sun, cloud cover, rain and snow. Temperatures can range from -20 F to 75 F.
- Includes exposure to sounds and noise levels that are distracting or uncomfortable

Job Hazards

- Requires exposure to hazardous equipment
- Requires exposure to hazardous conditions
- Requires exposure to high places
- Requires exposure to minor burns, cuts, bites, or stings

Level of Challenge

- Freedom to determine tasks, priorities, and goals
- Requires being exact or highly accurate

Pace and Scheduling

- Requires meeting strict deadlines

Personal Interaction

- Requires coordinating or leading others in accomplishing work activities
- Requires work with external customers or the public
- Requires work with others in a group or team

Responsibility for Others

- Includes responsibility for work outcomes and results
- Includes responsibility for the health and safety of others

Work Attire

- Requires wearing common protective or safety equipment

Work Setting

- Requires working indoors in non-controlled environmental conditions
- Requires working indoors in environmentally controlled conditions
- Job tasks are performed in close physical proximity to other people
- Requires working outdoors, exposed to all weather conditions

Activities

- Decorate indoor or outdoor spaces.
- Install equipment to protect or support trees.
- Treat greenery or surfaces with protective substances.
- Trim trees or other vegetation.
- Operate grounds maintenance equipment.
- Clean equipment, parts, or tools to repair or maintain them in good working order.
- Clean work areas.
- Clean facilities or sites.
- Cultivate lawns, turf, or gardens.
- Dispose of trash or waste materials.
- Irrigate lawns, trees, or plants.
- Read technical information needed to perform maintenance or repairs.
- Lubricate equipment to allow proper functioning.
- Maintain work equipment or machinery.
- Replace worn, damaged, or defective mechanical parts.
- Troubleshoot equipment or systems operation problems.
- Communicating with Supervisors, Peers, or Subordinates
- Updating and Using Relevant Knowledge
- Inspecting Equipment, Structures, or Material
- Making Decisions and Solving Problems
- Organizing, Planning, and Prioritizing Work
- Identifying Objects, Actions, and Events
- Repairing and Maintaining Mechanical Equipment
- Thinking Creatively
- Operating Vehicles, Mechanized Devices, or Equipment
- Assisting and Caring for Others
- Evaluating Information to Determine Compliance with Standards
- Scheduling Work and Activities

Tools and Technology

Tools

Draglines

- Drag brooms
- Drag leveling bars
- Drag mats
- Drag spikers
- Nail drags

Graders or land levelers

- Box blades
- Bunker rakes
- Drawn box scrapers
- Land levelers
- Land planes

Lawnmowers

- Flail mowers
- Greens mowers
- Hydrostatic mowers
- Manual mowers
- Push mowers

Rakes

- Arena rakes
- Artificial turf groomers
- Infield grooming rakes
- Iron rakes
- Leaf rakes

Shovels

- Dirt shovels
- Shovels
- Snow shovels
- Sod lifters

Drain or pipe cleaning equipment

- Closet augers
- Drain augers
- Drain cleaning cables
- Hand spinners

Pipe or tube cutter

- Copper cutting machines
- Mini tubing cutters
- Pipe cutters
- Polyvinyl chloride PVC cutters
- Polyvinyl chloride PVC saws

Power drills

- Cordless power drills
- Direct tap machines
- Hammer drills
- Hand drills
- Power drills

Power saws

- Circular saws
- Concrete saws
- Jig saws
- Power saws
- Radial arm saws

Pullers

- Bearing pullers
- Chain pullers
- Comealongs
- Compression sleeve pullers

- Faucet handle pullers

Technology

Electronic mail software

- Microsoft Outlook

Scheduling Software

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature:

Date:

Print Name:

Town Manager Signature

Date:

Print Name:
