JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Utility II</th>
<th>Civil Service:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Parks and Recreation</td>
<td>Bargaining Unit:</td>
<td>AFSCME</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Parks Supervisor</td>
<td>Pay Grade:</td>
<td>AFSCME 3</td>
</tr>
<tr>
<td>Location:</td>
<td>Thomas/Lowe Park</td>
<td>Overtime Status:</td>
<td>Hourly (Paid overtime)</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>08/04/2005</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

Duties include performance of manual labor and the safe and efficient operation of assigned equipment. Direction and review is received from supervisory personnel in the departments. Weekend work schedule may be required in some areas.

ESSENTIAL JOB DUTIES/ WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Performs snow removal activities including plowing, hand shoveling snow from sidewalks, applying chemicals and abrasives to sidewalks and streets as needed.
- Performs routine inspections and light maintenance of playgrounds and related equipment.
- Responsible for the painting of sports fields, buildings/structures, streets and crosswalks.
- Cleans and sanitizes restrooms, pavilions, sports complexes and other City buildings as required.
- Fertilizes, mows and trims lawns and grass areas in the City, trims and prunes trees clears brush; performs related tasks as required.
- Ability to operate small motorized equipment such as push mowers, riding mowers, trucks classified as one-ton or smaller, and tractors used to maintain sports complexes and turf areas within the City.
- Performs routine equipment maintenance including daily inspection, lubrication, minor mechanical adjustments and washing.
- Assists in the propagation, planting and transplanting of trees, shrubs and flowers.
- Performs collection of refuse when necessary, to include but not limited to the clean-up of City facilities and grounds.
- Performs cemetery maintenance and repairs including grave leveling/seeding and grounds maintenance.
- Performs work related to the recycling center and yard waste site consisting of but not limited to, sorting, hauling, maintaining and the cleaning of buildings and grounds.
- Digs holes, trenches; loads and unloads dirt and construction materials: pours concrete, shovels asphalt/cold patch and any other street related repairs.
- Cleans and fills cracks, potholes and makes related repairs in streets, alleys and parking lots.
- Performs building repair and minor maintenance.
- Performs light plumbing and sewer cleaning/repairs to restrooms, pavilions and other city facilities as needed.
- Performs work of Utility I as necessary.
- Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

List key dimensions (measurements for success) for this position:

- Ability to safety use manual tools and light power tools, including an electric drill, electric saw, chain saw and related equipment.
- Knowledge of simple hand tools and their use.
- Ability to understand and follow oral instructions.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to perform heavy, manual labor for extended periods of time, and often under adverse weather conditions.

### ESSENTIAL FUNCTIONS

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to climb using ladders to perform various duties, including but not limited to trimming trees, roof and ceiling repairs, changing light bulbs, etc.
- Ability to perform a variety of physical labor activities as needed including using a variety of hand and power tools, repetitive stooping, bending and climbing.
- Ability to lift up to 75 pounds at one time and ability for repetitive lifting of up to 50 pounds.
- Ability to shovel dirt, snow and road materials.
- Ability to operate a variety of department’s motorized and power equipment.
- Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to, steep slopes, unlevel grades and heavily vegetated areas.
- Ability to work long hours outdoors, occasionally under adverse weather conditions.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors, and the general public.

### QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High school diploma.
- Experience in the operation and routine maintenance of light trucks, turf equipment and related equipment.
- Must possess a valid Iowa Driver’s license.

### WORKING CONDITIONS

List working conditions for this position:

- Often works outdoors, may require work in extreme weather conditions
- Works a standard work week
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical