



214 South Love Lovington, NM 88260
575.396.2884

PARKS & RECREATION GENERAL MAINTENANCE

Position Description

Department:	Parks & Recreation
Pay:	\$14/hr
Hours/week:	40 hrs per
Type of Position:	Full-time

Reports to (title):	Park Foreman or Assistant Foreman
Effective Date:	April 22, 2015
Revised Date:	June 20, 2022

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to perform typical maintenance tasks to support the overall work and success of the City; coordinating preventative maintenance on equipment, buildings and grounds.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs manual labor and operates equipment, machinery and tools used in the maintenance of Park grounds and structures.
- Weeds, mows, waters fertilizes grasses and shrubbery
- Assists with carpentry, roofing, painting, plumbing and relative repairs and maintenance to structures, fountains, wells and pumps.
- Performs custodial work in maintaining structures and bathroom facilities, removes trash daily, cleans lakeshores as necessary, assists in construction and park nursery.
- Assists with vandalism prevention and reporting
- Poisons insects and kills weeds as necessary
- Complies with all relevant rules and regulations at the federal, state, city and department level

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- Uses Personal Protection Equipment
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

- Experience: •
- Education: • High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language.
 - Perform simple mathematics, i.e., add, subtract, multiply, divide, and using whole numbers, fractions, and decimals.
 - Familiar with the use of standard tools and equipment used in grounds maintenance
 - Extremely detailed oriented and abreast of all safety regulations
 - Knowledge of insects and diseases that affect plants and trees and must obtain and maintain Applicator’s License
 - Must be willing to work outdoors in all weather conditions
 - Must be able to work odd hours or overtime on occasion
 - Must be able to travel, sometimes overnight
 - Ability to work standard office equipment
 - Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- One (1) year direct work experience
- Driver’s License
- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Candidate will work outside in all weather conditions and with potential hazards including exposure to sun, wind, rain, snow, dust, and traffic. Exposure to pesticides and herbicides is possible. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and

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interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **PARKS & RECREATION GENERAL MAINTENANCE** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date