

**JOB DESCRIPTION****Town of Ashland City  
Parks Maintenance**

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<b>CLASSIFICATION TITLE:</b>	Parks Maintenance
<b>DEPARTMENT:</b>	Parks Department
<b>REVISION DATE:</b>	2-11-2022
<b>REPORTS TO:</b>	Parks and Recreation Director
<b>EMPLOYMENT STATUS:</b>	Full-Time
<b>FLSA STATUS:</b>	Non-Exempt
<b>PAY RANGE:</b>	Pay Grade 4

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**JOB SUMMARY**

This employee is under the general direction of the Parks and Recreation Director. This employee performs required maintenance, mowing and cleaning of all city parks, athletic fields, park building and structures and other city properties. Assists in the preparation of special events. Assists other divisions and departments as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- To meet and greet the public and serve our customers.
- Maintains parks, recreational grounds, and other city properties by mowing lawns and trimming vegetation using a variety of manual and power equipment.
- Performs numerous tasks such as turf maintenance, dirt work, lining, base setting, and cleaning buildings and grounds in the routine preparation of athletic fields for various user groups and departmental tournaments.
- Removes and disposes of debris from parks and other city properties.
- Maintains and repairs playgrounds and other park structures.
- Cleans and maintains buildings and equipment.
- Performs some horticulture work with flowers, trees, and shrubs.
- Inspects vehicles and various equipment on a routine basis.
- Performs all other duties as assigned by department.
- Assists in the application of fertilizers, herbicides, and pesticides.
- Supervise seasonal and part time employees used in all athletic leagues and events.
- Provides general athletic information to the public by answering phones, posting notices, and making public appearances. Assists customers with field rentals and the scheduling of athletic events.
- Monitors, reviews, and evaluates all athletic leagues through observations, reports, and conferences and reports to the park's director the status of each.
- Assists with the development of year-round programs with the administration of officials training clinics and coaches meeting for each individual sport.
- Enforces all city and departmental policies and procedures.
- Assists with other recreational programs as needed.
- Must be available to work nights, weekends and holidays as needed.
- Knowledge of current rules and regulations pertaining to all athletic sports and leagues.

### **QUALIFICATIONS**

- Graduation from an accredited high school or GED equivalent.
- Prefer experience in construction/maintenance including carpentry, masonry, plumbing and electrical
- Must have a valid Tennessee Driver's License

### **EQUIPMENT OPERATED**

- Lawn maintenance equipment and tractors
- Small equipment including the use of small tools
- City vehicle
- Computer
- Cell phone

### **WORKING CONDITIONS**

- Working conditions are outside. May be subject to inclement weather and/or weather extremes during the discharge of responsibilities.
- Working environment is outside setting with some lifting up to 75lbs

### **USUAL PHYSICAL DEMANDS**

- Moderate to heavy lifting, pushing, pulling at times
- Considerable periods of standing/sitting
- Physical work including a variety of large and small equipment including the use of small tools, lawn maintenance equipment and tractors.
- Subject at times to cold and hot

### **EMPLOYEE AWARENESS**

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

#### **MANAGEMENT APPROVAL**

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**Department Head's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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**Human Resource Director's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

#### **EMPLOYEE UNDERSTANDING AND AGREEMENT**

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**Employee's Signature**

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Date