

## **JOB DESCRIPTION**

DEPARTMENT: Parks Department

JOB TITLE: Maintenance Worker

---

### **General Duties:**

Performs under the supervision of the Maintenance Supervisor, Park Director, City Administrator, and the Mayor.

### **Specific Duties:**

- Report to work at scheduled time
- Full-time work is not guaranteed; work will be performed on an as-needed basis
- Cutting and weed eating grass at all city locations.
- Maintains all city park grounds i.e. bathrooms, ball diamonds, and shelters
- Picking up litter on city park grounds and city boat ramp
- Maintaining park equipment i.e. mowers, trimmers, trucks, and other various items
- Put up and tear down Christmas lights and displays for Christmas in Carlyle event
- Cleaning bathrooms and other park facilities
- Preparing shelters for reservations
- Painting various buildings and/or equipment
- Assisting other departments as needed
- Assisting in preparing pool for opening
- Assisting in putting up and taking down lights and other displays for Christmas in Carlyle
- Must follow all safety rules and regulations pertaining to mowing, trimming, and other various tasks
  - Any person operating a city mower must wear a seat belt, proper ear protection, and proper eye protection and hard hat.
  - Any person operating a city trimmer must wear proper ear and eye protection.

- A seat belt must be worn at all times in all vehicles. In all cases, safety first!  
When in doubt, ask.
- Assisting the director in preparation of city programs
- Other duties assigned by the Parks and Recreation Director or Maintenance Supervisor

**Education Requirements:**

Requires knowledge, skill, and mental development equivalent to the completion of four (4) years of High School.

**Special Requirements:**

- Must be at least 16 years old with a valid Illinois Driver’s License.
- Requires willingness to work in all kinds of weather conditions, to work alone, to make decisions concerning maintenance, repairs and record keeping.
- Able to withstand hard work and physical labor on a continuous basis.
- Must be physically well and can provide a doctor’s certification of physical capabilities to perform the prescribed duties outlined in this job description. Re-certification of individual’s physical capabilities may be required by the employer if it is deemed necessary to verify the individual’s work capabilities.
- Must be able to pass a preemployment background and drug screening.
- Must be able to lift tools, toolboxes, materials, and parts alone weighing up to 100 pounds.
- Physically able to squat, bend, lay, stand, sit, and work during work hours and events.

The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

---

Employee Signature

---

Date