**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: August 16, 2019**

**Vacancy No: 108-19**

**Position Title: Maintenance Worker - Parks**

**Division / Section: Public Works / Recreation/Parks/Cemetery**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Hours and Days Vary (40 hours); Rotating shifts including weekends;**

**Winter Hours 7am-3:30pm; Summer Hours 5:30am-4:00pm (Four 10-**

**hour shifts)**

**Salary Range: $15.6219 - $19.1672 Per Hour DOE**

**Closing Date: August 30, 2019**

Actively supports and upholds the City’s stated mission and values. The Maintenance Worker series is a broad band series where incumbents are responsible for performing a wide variety of tasks. Employees of this class perform duties ranging from unskilled manual labor to journeyman level work in the care and maintenance of City assets and projects. Work may be performed under direct supervision of the Public Works Supervisor-Parks to exercise a considerable amount of independence and initiative in performing the responsibilities assigned. Work generally requires heavy physical exertion and may be performed under adverse weather conditions.

There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on tenure, performance, and value added to the organization according to the corresponding policy.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job does not have formal supervisory responsibilities but may lead (coordinates and monitors) the work of temporary employees.
* Budgetary: This job does not have budgetary responsibilities but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job carries out day-to-day activities in accordance with established policies and procedures.
* Compliance:
  + For Cemetery assignment -This job has partial responsibility at the program level for ensuring compliance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
  + For Parks assignment - This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job does not have duties related to reporting to Federal/State/Local agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Participates in work crews performing a wide variety of maintenance, construction, and repair work on City assets and projects.
* Operates hand tools and hand power equipment.
* May operate heavy equipment.
* Drives a pickup truck to and from municipal facilities, parks, and vendors.
* Installs, repairs, and maintains irrigation systems.
* Ability to repair and maintain parks and trail systems.
* May repair and inspect playground equipment.
* As assigned, assists in snow removal operations involving hand shoveling or the operation of heavy equipment.
* May provide work direction to subordinate personnel and use personnel management skills to effectively address and resolve job related problems, as assigned.
* May be assigned responsibility for the acceptable completion of a maintenance project, with little or no direct supervision.
* Ability to work from blueprints, sketches, building plans, oral, or written instructions.
* May assist in estimating and requisitioning materials, supplies, and equipment needed to maintain parks facilities, exterior grounds, amenities, exterior municipal facilities, and projects.
* May participate in the preparation, layout, and planning of projects, as assigned.
* Performs related duties as required.
* Cemetery Assignment (Maintenance Workers in the Parks and Cemetery Section may be assigned to work in the Cemetery program on a rotating basis)
* Processes invoices and payments made to the cemetery
* Assists with the development of vacant areas such as tract layout, surveying and installation of reference monuments.
* Other duties as assigned.

[**ZONE 1**](https://www.flagstaff.az.gov/DocumentCenter/View/54634/Zone-Change-Checklist---MW-Parks?bidId=) **MINIMUM QUALIFICATIONS** (positions in this class typically require):

* High School Diploma or General Equivalency Diploma.
* One year of experience and/or training relating to parks or grounds maintenance
* Must be able to perform a wide variety of manual labor for extended periods of time and under adverse weather conditions
* Must be able to operate various ground related equipment and various power tools (mowers, line trimmers, blowers, snow blowers, aerators, chainsaws, skilsaws, etc.)

**DESIRED EXPERIENCE AND TRAINING**

* Two years of college course work in Parks and Recreation, Horticulture, Forestry, Construction Management, or related field
* Professional membership (NRPA, APRA, International Society of Arboriculture, Arizona Community tree Council, Sports Turf Managers Association etc)
* Certifications – Master Gardener, CDL Class B, Certified License applicator with the Structural Pest Control Commission in Right of Way Weeds and Turf & Ornamental spraying
* Ability to direct temporary workers or helpers on job sites

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Driving on behalf of the City is an essential function of this position.
* Regular attendance is an essential function of this job to ensure continuity.
* Ability to work nights in adverse weather conditions during snow operations
* Complete Sectional Training – Truck & trailer safety test, Flagging/Barricading, Fork Lift Training, Bloodborne Pathogen, Asbestos Awareness and Hazard Communication within eighteen (18 months of employment)
* All emergency service employees shall maintain their principal residence within a prescribed area. The prescribed area shall be defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges with a five-mile-wide corridor (2 ½ miles on each side).
* Incumbents of this position are subject to pre-employment drug/alcohol screening, and post-employment post-accident, and reasonable suspicion drug/alcohol screening.
* Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Ability to perform a wide variety of tasks that relate to various building and ground maintenance tasks.
* Ability to acquire a working knowledge of the methods, equipment, and materials used in the care of building, parks, ground, and trail maintenance.
* Working knowledge of the hazards and applicable safety rules and precautions involved in equipment operation and general maintenance and construction.
* Ability to work independently, as required.
* Ability to understand and carry out written and oral instructions.
* Ability to recognize and make repairs as necessary within assigned areas and report to supervisor.
* Ability to perform a wide variety of manual labor for extended periods of time and under adverse weather conditions.
* Ability to plan, organize, and direct the work of an assigned crew, as needed.
* Ability to establish and maintain effective working relationships with other staff, supervisor, and the general public.
* Ability to operate hand tools and heavy equipment, as required.
* Ability to operate a City Vehicle off road on areas not regularly maintained.
* Ability to prepare and submit reports, as assigned
* As assigned, assists in recordkeeping requirements for Safety Data Sheets for Parks facilities.
* Knowledge of proper use of PPE and enforcing proper PPE among co-workers.
* General knowledge of automated irrigation system maintenance and installation.

**Cemetery Assignment REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

* Knowledge of how to collect data to input into computer, maps, books and spreadsheets.
* Working knowledge of the methods, equipment and materials used in the care and maintenance of grounds (weed trimmer and mower) and buildings within the cemetery.
* Knowledge of how to assist the public with questions and directions regarding the cemetery.
* Working knowledge of quality internal/external customer service during emotionally turbulent times.
* Working knowledge of hazards and applicable safety procedures and precautions involved in cemetery/state regulations.
* Knowledge of the procedures for safe operation of co-workers and visitors.
* Knowledge of effectively setting up a safe work area and interment site for funeral services.

**Note:** The above job description is intended to represent only the key areas of responsibility; specific position assignments will vary depending on the business needs of the department.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is frequently required to walk, stand, talk or hear, use hands or fingers to handle or feel, reach with hand and arms, regularly stoop, kneel, crouch, or crawl, and occasionally sit, climb or balance, and taste or smell.
* The employee must frequently lift and/or move up to 25 pounds, regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds or more.
* Vision requirements for this position include close vision, distance vision ( clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
* Working conditions include frequent exposure to outdoor weather conditions, regular exposure to wet or humid conditions (non-weather), work near moving mechanical parts, fumes or airborne particles, vibration, occasional exposure to work in high, precarious places, toxic or caustic chemicals, extreme heat (non-weather), and risk of electrical shock.
* The noise level in the work environment is usually loud.

**CLASSIFICATION INFORMATION**

* Range B81-B83; FLSA non-exempt.

**PRE-EMPLOYMENT PHYSICAL REQUIREMENTS**

* Physical
* Fingerprints
* Non-Regulated Drug and Alcohol
* Tetanus
* Typhoid and Hepatitis A & B Immunizations

**TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**