



TOWN OF BUENA VISTA
Job Title:
Parks General Labor Assistant

Department: Public Works / Parks Department	Pay Grade: 2
Reports to: Parks Supervisor	Wage Range: \$15.81 to \$23.97
Work Location: Public Works Shop	Effective Date: 01/11/2022
FLSA Status: Nonexempt	Revision Date: 01/11/2022
Full Time: 40 hours per week	Approved By: Shawn Williams

JOB SUMMARY

Perform a variety of maintenance and labor tasks as assigned by Parks Supervisor. Will be required to work Saturdays and Sundays.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Mow right of ways.
- Daily trash removal from Town owned parks and grounds.
- Clean and repair park restrooms.
- Maintain playground equipment.
- Mow and weed-eat parks.
- Plant, water and maintain flower beds, trees, and shrubs.
- Maintain sprinkler systems.

- Assist other Public Works departments as needed.

SUPERVISORY RESPONSIBILITIES

- None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, methods, materials and equipment common to maintenance.

Skills and Ability to:

- Ability to apply appropriate decision making within scope of work environment.

EDUCATION AND EXPERIENCE

- **Education/Training:** Graduation from high school or equivalent completion of the twelfth grade. Must be at least 18 years of age.
- **License or Certificates:** Must possess and maintain Colorado driver’s license.
- **Work Experience:** None required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Work is primarily conducted in an outdoor environment, requiring frequent exposure to extreme heat, extreme cold, and wet conditions; frequent exposure to dry, dusty and noisy environments. Occasional exposure to solvents and chemicals.
- **Physical:** Must be able to walk on uneven and or muddy surfaces, stand, bend, stoop and sit for extended periods of time. Work requires physical and visual capabilities to operate motorized equipment and a variety of power and hand tools. Must be able to use both hands and fingers and perform repetitive motions. Requires hearing, speaking, and correctable near and far vision. Requires lifting/carrying, (50 pounds and over) pushing, reaching, climbing, crawling and twisting. Must be able to read and write and understand directions.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name