

# Position Description

POSITION TITLE: **Park Technician I**  
DEPARTMENT: **Parks and Recreation**  
DIVISION: **Parks**  
RETIREMENT: **KPERS**  
FLSA: **Non-Exempt**  
DATE: **January 1, 2023**

## **GENERAL PURPOSE**

Performs a variety of semi-skilled tasks in the maintenance and operation of buildings, grounds and parks.

## **SUPERVISION RECEIVED**

Works under the direct supervision of the Park Foreman, and indirect supervision of Park Technician II.

## **SUPERVISION EXERCISED**

Acts as lead worker for community service workers, temporary employees, assigned KSP inmates, and volunteers as required and assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; maintains irrigation systems and assists in the repair and installation of irrigation lines and heads.
- Plants trees, turf, shrubs, and flowers; performs tree and shrub maintenance and removal.
- Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest/weed control of parks and open spaces.
- Drags ball fields and lines fields for games.
- Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.
- Assists in setting up and taking down equipment for various park and recreation programs; prepares facilities for park and recreation program use.
- Assists in the training and/or supervision of community service workers, assigned KSP inmates, and volunteers.
- Assists in the maintenance of the municipal swimming pools; monitors and maintains pool filtration systems.
- Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.
- Sweeps, washes, paints, and repairs or replaces park tables and benches.
- Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists in the construction of new parks facilities and maintenance of existing parks, including clearing, grading, drainage, concrete work, fencing, foundation work, and carpentry work.
- Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
- Operates tractors, mowers, high loaders, backhoes, graders, snow removal equipment, trucks, washers, and other equipment as needed.
- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

- Performs custodial work as required and assigned, including changing light bulbs and fluorescent tubes; sweeping floors; vacuuming carpets; mopping; shampooing and steam cleaning carpets; buffing non-carpeted areas; dumping garbage and replacing trash can liners; cleaning and sanitizing restrooms and replenishing supplies; sweeping; emptying ash cans; cleaning spills; cleaning drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; washing windows; cleaning rain gutters; sweeping roofs.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from parks and open spaces.
- Opens and closes, locks and unlocks facilities as needed.
- Assists in and performs snow removal operations to fulfill department's responsibilities. May assist Street Division with snow removal operations.
- Keeps records of work completed.
- Performs other duties as assigned.

### **PERIPHERAL DUTIES**

- Serves as a member of various employee committees, as assigned.
- Drives recreation van on field trips, as assigned.
- Transports inmates assigned to City of Leavenworth departments.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Be at least 18 years old at time of hire.
- (B) Graduation from High School or GED equivalent.
- (C) Must possess a current, valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy. Must have CDL or ability to obtain one within one (1) year of hire.
- (D) Minimum three to six months work experience relevant to one or more of the duties or skills identified within this job description.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- (A) Working knowledge of equipment, materials, and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of first aid and applicable safety precautions.
- (B) Skill in the operation of a variety of tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate orally and in writing.
- (D) Ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

### **DESIRABLE QUALIFICATIONS**

- (A) A. A. degree in Horticulture, Park Resources Management, or Forestry.
- (B) Six months or more full-time experience in park maintenance work.

### **TOOLS AND EQUIPMENT USED**

Pickup truck, 15-passenger van; lawn and landscaping equipment, including tractors, mowers, aerator, edger, chain saw, weed trimmers, welders, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination systems, pumps, boiler, valves,

filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb; or balance; stoop, kneel, crouch, or crawl, and talk and hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the City of Leavenworth and the employee and is subject to change as the needs of the City and requirements of the job change.

**APPROVING AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date