

CITY OF PLATTSMOUTH

JOB DESCRIPTION

POSITION TITLE: **CBD Sidewalk and Grounds Maintenance Worker**

REPORTS TO: Grounds Maintenance Supervisor

SUPERVISES: N/A

PURPOSE OF POSITION: Responsible for cleaning and maintaining Central Business District (CBD) streetscape, including, but not limited to snow and ice clearing and removal on sidewalks and parking lots, maintaining landscape trees, shrubbery, flowers, and other plants, cleaning trash and litter, cleaning and maintaining CBD public restroom, installing, storing, moving CBD banners and Christmas decorations, erecting, dismantling, storing entertainment venue stage and other equipment. Requires moderate level of independent judgment, considerable initiative, and positive public relations skills.

EXEMPT (Y/N): NO, FULL-TIME, HOURLY POSITION

ESSENTIAL FUNCTIONS:

Uses mobile and hand tools, e.g., small tractor, four wheel vehicles, snow blowers, snow brushes, shovels, and other tools to clear and remove snow and ice from CBD streets.

Uses rakes, brooms, leaf blowers and other manual, gas or electric tools to keep CBD streetscape clean of brush, leaves, trash, litter, sticks, limbs, and other debris.

Operates vehicles, including Bobcat, Gator, pickup truck, or other vehicles with snow plows, snow blades, snow brushes, and trailers attached.

Uses snow shovels or scoops to clean snow and ice from areas where mobile and mechanical equipment will not reach.

Prunes, trims, separates, plants, manicures, waters, CBD landscape including permanent planters, sidewalk pots and planters, trees, and other landscape within the CBD public right of way.

Uses common landscape chemicals and compounds to care for and treat CBD public right of way landscape, including trees, perennials, grasses, annual plants and flowers and to keep the CBD landscape free of weeds and other unwanted plants.

Uses tools, including shovel, wheelbarrow, pitch/hay/garden forks to spread, level, move, or remove mulch into or from CBD public right of way landscape.

Empties CBD trash canisters and smoke urns.

Uses common snow and ice chemicals and compounds, including magnesium chloride, salt, sand, or other chemicals and compounds as determined by the Public Works Director or Assistant Public Works Director to be necessary to maintain CBD sidewalks during winter snow and ice events.

Operates commercial and non commercial lawn mowers to maintain City Hall, Library, Fire/EMS Station, and other City property within the CBD.

Operates gas or electric grass trimmer for extended time periods.

Interacts with the public as a positive and friendly representative of the City while maintaining the CBD streetscape and landscape.

Recognizes public infrastructure within the public right of way that is unsafe or in need of repair and brings the same to the attention of his/her supervisor and/or management.

Operates CBD public irrigation system to irrigate streetscape landscape.

Uses hoses connected to public hose bibs to irrigate public landscape, clean sidewalks or other public areas.

Cleans CBD public restroom and maintains the same in a clean and safe manner.

Keeps CBD public restroom stocked with supplies, e.g., toilet paper, towels, and other supplies necessary.

Assists Public Works employees, Main Street Association members, and others involved with and/or responsible for setting up, taking down, and/or moving/storage of public entertainment plaza stage and equipment.

Assists other Public Works employees with installing, removing, maintaining, and storing City-owned banners and Christmas decorations in the CBD.

MARGINAL FUNCTIONS:

Performs other related duties as assigned by management or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to use mobile and hand tools, e.g., small tractor, four wheel vehicles, snow blowers, snow brushes, shovels, and other tools to clear and remove snow and ice from CBD streets.

Ability to use rakes, brooms, leaf blowers and other manual, gas or electric tools to keep CBD streetscape clean of brush, leaves, trash, litter, sticks, limbs, and other debris.

Ability to operate vehicles, including Bobcat, Gator, pickup truck, or other vehicles with snow plows, snow blades, snow brushes, and trailers attached.

Ability to use snow shovels or scoops to clean snow and ice from areas where mobile and mechanical equipment will not reach.

Ability to use hand and power tools to prune, trim, separate, plant, manicure, and water CBD landscape including permanent planters, sidewalk pots and planters, trees, and other landscape within the CBD public right of way.

Ability to safely use common landscape chemicals and compounds to care for and treat CBD public right of way landscape, including trees, perennials, grasses, annual plants and flowers and to keep the CBD landscape free of weeds and other unwanted plants.

Ability to use tools, including shovel, wheelbarrow, pitch/hay/garden forks to spread, level, move, or remove mulch into or from CBD public right of way landscape.

Ability to lift and empty CBD trash canisters and smoke urns.

Ability to safely use common snow and ice chemicals and compounds, including magnesium chloride, salt, sand, or other chemicals and compounds as determined by the Public Works Director or Assistant Public Works Director to be necessary to maintain CBD sidewalks during winter snow and ice events.

Ability to safely operate lawn mowers, commercial and non commercial, for extended time periods to maintain City Hall, Library, Fire/EMS Station, and other City property within the CBD.

Ability to operate gas or electric grass trimmer for extended time periods.

Ability to operate and use ladders, lifts, hydraulic bucket or other tools to install, remove, and maintain City-owned CBD banners and Christmas decorations.

Ability to interact with the public as a positive and friendly representative of the City while maintaining the CBD streetscape and landscape.

Ability to follow written and oral instructions.

Ability to effectively communicate with the public, supervisors, and management.

Ability to lift heavy materials and objects.

Ability to work in outdoor environment and extreme temperatures (hot and cold) for extended time periods.

Knowledge of or the ability to learn within a reasonably short time period how to care for trees, shrubs, perennials, annuals, grasses, and other landscape life.

ESSENTIAL EDUCATION AND/OR EXPERIENCE:

Minimum training and experience includes graduation from high school or General Equivalency Degree (GED), experience operating and working with hand and power tools, lawn mowers, snow blowers, Experience working outdoors in a park environment, lawn service, golf course maintenance, or other outdoor environment with a variety of plant life is preferred.

Must possess a valid driver’s license at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

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 stand, walk stoop, crouch, crawl, and lift ; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 60 pounds without assistance. Specific vision abilities required by this job include close 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.

The work environment is generally outdoors, with work hours occasionally required in times of darkness. The noise level in the work environment is moderate to high.

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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor

Date

Job description authorized for use:

Ervin L. Portis, City Administrator

Created: March 2017