



CITY OF LYTLE

JOB TITLE: Parks / Facility Maintenance Worker
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
HOURLY PAY RANGE (DOE): \$15.00 – \$18.00

JOB FAMILY: Administration
EEO CODE: Laborer / Helper
EFFECTIVE DATE: March 13, 2025
WORK STATUS: Full-Time; Hourly

JOB SUMMARY:

Under the direction of the City Administrator, this position is responsible for performing general and varied grounds maintenance duties at city park locations and other city facilities. Additionally, responsible for helping setup and teardown community center and annex for events. Work is performed outside in all weather. This position requires safe operation of city-owned vehicles.

CONTROLS OVER THE WORK:

This position is supervised by and reports to the City Administrator.

ESSENTIAL JOB FUNCTIONS:

- Perform grounds maintenance work such as irrigating, trimming, edging, sweeping, fertilizing, pruning, cultivating, and repairing playground equipment, etc. and at other city facilities including certain street rights-of-way (City Hall, Library, Animal Control, and Community Center.)
- Perform maintenance construction work involving semi-skilled painting, carpentry, plumbing, and concrete work.
- Operate pick-up, mowers, tractors, chainsaws, weed eaters, trenchers, and other related equipment and machinery.
- Use a variety of hand and power tools involved in grounds and building maintenance.
- Pick up litter and refuse at work locations.
- Maintains and cleans equipment and keeps maintenance records/logs.
- Maintains new irrigation systems utilizing electrical, hydraulic, and other state-of-the-art components; program irrigation controls for proper and efficient operation; diagnose, repair, or replace electrical irrigation controller malfunctions; inspect, repair, and replace automatic and manual sprinkler valves, irrigation lines and sprinkler heads; inspect functioning controllers and repair, as necessary.

- Provide other maintenance to grounds such as weeding, raking, and maintaining assigned areas.
- Provide maintenance to ballfield areas such as dugouts, bleachers, and fencing.
- Provide a variety of general maintenance to park and landscaped areas at the city's various recreational sites; paint facilities and structures; and perform general plumbing to assure proper water supplies.
- Perform general duties such as building, installing, and repairing informational and directional signs in City parks and recreational areas.
- Inspect and repair indoor and outdoor lights in parks, recreational areas, and buildings; and perform minor electrical maintenance to lighting systems.
- Inspect and maintain playground areas and keep them in safe and orderly condition.
- Keep areas related to parks and recreational areas that are not included in maintenance contracts mowed, edged, and trimmed.
- Preparation of grounds at city facilities, parks, and recreational areas for designated events.
- Diagnose pest conditions and spray areas with pesticides, insecticides, and/or locate, trap, and bait rodents with over-the-counter products.
- Report all suspicious activities at park and recreational sites to the supervisor and/or police department.
- Attend work on a regular and dependable basis. Due to the nature of this position, actual presence on the job during work hours is mandatory.
- Work independently and productively.
- Works cooperatively with Public Works staff in necessary maintenance activities.
- Interact in a professional and respectful manner with City staff, officials, other agencies, and the public.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Working knowledge of basic grounds maintenance procedures including mowing, edging, trimming, and weeding. Basic use and maintenance of tools and power equipment used in grounds maintenance including mowing, edging,

weeding, trimming, etc. Basic health and safety practices. Proper lifting techniques. Basic maintenance and repair of the irrigation system.

Skills: Ability to: Perform a variety of general grounds maintenance work such as mowing, edging, trimming, and weeding. Assist in repairing basic plumbing and sprinkler related systems. Utilize tools and equipment used in grounds maintenance work. Understand and follow oral and written instructions. Establish and maintain cooperative and effective working relationships with others. Operate light power and mechanical equipment used in the care and maintenance of athletic fields, trees, shrubs, and landscaped areas in a skillful and safe manner. Utilize pesticides, herbicides, and other sprays in a safe and effective manner. Perform minor maintenance using a variety of tools and machines utilized in the basic trade. Observe legal and defensive driving practices. Learn health and safety regulations. Perform medium to heavy labor. Meet schedules and timelines.

Education: High school graduate or GED.

Experience: Two years or more of professional related experience in municipal parks maintenance or other maintenance related field.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be considered as an acceptable substitute for the above-specified education and experience requirements.

License and Certifications:

Texas Class C Driver's License

Physical Demands and Work Environment: Work is exclusively performed in field settings. Work will be performed in all weather conditions and performing medium to heavy physical labor and the ability to lift heavy objects. City sites in this job description refer to other areas the city has that may be used for recreational purposes such as the Lytle Community Center, Center Annex building, Town Square area (Gidley property), and other properties the city currently maintains such as the gateway monument, Bank Street property, Library and Animal Control facilities. Additionally work may be preformed on certain roadways throughout the city.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills that may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.
