

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Park Attendant I	BAND/LEVEL:	Oprs I
DEPARTMENT:	Parks Sevices	JOB NO:	7140
DIVISION:	Arboretum & Botanical Gardens	DATE:	10/31/2013
REPORTS TO:	Supervisor, Arboretum & Botanical Gardens	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 515

REPLACES: Park Attendant I

DATE: 4/1/2013

JOB SUMMARY STATEMENT:

Performs various turf and landscape management tasks. Assists with planting and maintenance of flowers, shrubs, trees and turf; checks and repairs irrigation systems; and assists with various construction activities. Performs snow removal duties as needed. Assists in supervising part-time and temporary laborers

DUTIES AND RESPONSIBILITIES:

1. Performs various turf and landscape management tasks. Operates various types of mowers, tractors, small loaders and backhoe. Assists with planting and maintenance of flowers, shrubs, trees. Maintains mulch trails and mows edges. Assists in repair of irrigation system.
2. Operates string line trimmers and other small equipment. Maintains equipment by refueling, oiling, and other routine maintenance tasks. Maintains proper safety conditions while trimming.
3. Assists and participates in the maintenance of the Arboretum to include cleaning of buildings and collecting and disposing of trash.
4. Participates in prairie restoration project, including controlled burns, haying and weed control.
5. Assists with various construction activities such as concrete, grading, and carpentry.
6. Applies pesticides utilizing appropriate sprayer or spreader to turf areas. Sprays in accordance with proper safety procedures and weather conditions.
7. Maintains equipment and tools in proper working order. Inspects, repairs, lubricates, and cleans per equipment manuals. Follows proper storage maintenance and use techniques according to City policies and appropriate equipment manuals.
8. Assists visitors and sets up/takes down equipment for various events.
9. Assists in emergency operations, including snow removal. .
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Title: Park Attendant I
Cost Center: 515
Date: 10/31/2013
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education or additional equivalent experience. Must have a valid driver's license and maintain an insurable driving record. Must obtain a valid Class A commercial driver's license with air brake and tanker endorsements within six months after employment. Pesticide certification categories 3A and 3B preferred.

EXPERIENCE:

Six months to one year experience in landscape/horticulture maintenance or an equivalent level of experience. Operation of mowing equipment, hand and power tools and motorized utility vehicles. .

SKILLS:

1. Manual dexterity.
2. Good listening skills
3. Good oral communication skills

MENTAL REQUIREMENTS:

1. Ability to work under distracting conditions
2. Ability to read and comprehend technical manuals and instructions
3. Ability to analyze safety situation
4. Ability to assess situations and make recommendations

PHYSICAL REQUIREMENTS:

1. Ability to travel and tour City facilities and parks in adverse conditions
2. Ability to traverse rough terrain
3. Ability to operate power and hand tools
4. Exposure to fumes and noise
5. Exposure to chemical liquids, powders, and fumes
6. Ability to operate City vehicles and equipment
7. Exposure to extreme weather conditions
8. Ability to distinguish colors

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Part-time and Temporary Laborers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Title: Park Attendant I
Cost Center: 515
Date: 10/31/2013
Page 3

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Frequent	misc. tasks could require sitting postures
Driving	Frequent	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Frequent	various postures required to complete requirements
Squatting	Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Chain Saw	20 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Chain Saw	32 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Pole Saw	18 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Water Hydrant Meter	26 lbs	Ground to Knee	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	Knee to Waist	variable	occasional	3 gallon sprayer
Tree Segments	up to 100 lbs	Ground to Waist	variable	occasional	cut during tree removal
Empty Garbage Barrel	53 lbs	Inches off of Ground	variable	occasional	lift/primarily push/pull/roll
Bag/Bushel of Branches	40 lbs	Ground to Chest	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	Ground to Waist	variable	occasional	on / off pallet; filling spreader
Potted Flowers	10 lbs	Ground to Waist	variable	occasional	planting
Small Potted Shrubs	25 lbs	Ground to Waist	variable	occasional	planting
Large Potted Shrubs	47 lbs	Ground to Waist	variable	occasional	planting
Small Potted Tree	78 lbs	Ground to Waist	variable	occasional	planting
Large Tree w/root ball	180 lbs	Ground to inches	variable	occasional	two person-usually rolled on ground
Grass Seed	50 lbs	Ground to waist	variable	occasional	load/unload from truck
Misc. Tools	< 10 lbs	Ground to Shoulder	variable	occasional	one or two hand lift
Rototiller	114 lbs	Ground to Waist	variable	occasional	two person lift
Concrete	80 lbs.	Ground to Waist	variable	occasional	two hand lift
Chemical	50 lbs.	Ground to Waist	variable	occasional	two hand lift
Carbite Blade	62 lbs.	0-24 inches	variable	occasional	two person lift
Backing Plate	150 lbs.	0-24 inches	variable	occasional	two person lift
Rubber Blade	90 lbs.	0-24 inches	variable	occasional	two person lift
Material Spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate Doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift

Title: Park Attendant I
Cost Center: 515
Date: 10/31/2013
Page 4

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	0-30 feet	variable	occasional	one hand carry/tree pruning
Chain Saw	20 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Chain Saw	32 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Pole Saw	18 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Water Hydrant Meter	26 lbs	0-10 feet	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	0-100 feet	variable	occasional	3 gallon sprayer
Tree Segments	up to 100 lbs	0-30 feet	variable	occasional	cut during tree removal
Bag/Bushel of Branches	40 lbs	0-30 feet	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	0-20 feet	variable	occasional	on / off pallet; filling spreader
Potted Flowers	10 lbs	0-30 feet	variable	occasional	planting
Small Potted Shrubs	25 lbs	0-30 feet	variable	occasional	planting
Large Potted Shrubs	47 lbs	0-30 feet	variable	occasional	planting
Small Potted Tree	78 lbs	0-30 feet	variable	occasional	planting
Misc. Tools	< 10 lbs	0-30 feet	variable	occasional	one or two hand carry
Concrete	80 lbs.	0-20 feet	variable	occasional	two hand carry
Chemical	50 lbs.	0-20 feet	variable	occasional	two hand carry
Rubber Blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Carbite Blade	62 lbs.	0-10 feet	variable	occasional	two person carry
Material Spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Backing Plate	150 lbs.	0-10 feet	variable	occasional	two person carry
Tailgate Doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Branches into chipper	variable	occasional	two hand push
Dolly with 55 gal. drum	40 lbs.	occasional	two hand push
Material spinner	100 lbs.	occasional	two person push - 20 inches
Torque required to utilize tools	variable	occasional	one or two hand requirement
Snow plow	40 lbs.	occasional	two hand push

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Full gravity fed hose	23 lbs	occasional	one or two hand requirement
Full pump driven hose	18 lbs	occasional	one or two hand requirement
Engine start cord	28 lbs	occasional	one or two hand requirement
Pole Saw	27 lbs	occasional	one or two hand requirement for 20 sec vertically
Material spinner	100 lbs.	occasional	two person pull - 20 inches
Torque required to utilize tools	variable	occasional	one or two hand requirement
Snow plow	40 lbs.	occasional	two hand pull

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	frequent	type of job / tool dependent
Below Waist	frequent	type of job / tool dependent
Below Knee	frequent	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent