

VILLAGE OF KIMBERLY

PARK & STREET OPERATOR - ENTRY

Approximate number of employees in classification with the same title: 0

Department: Street/Park and Rec Department

Location: 426 W. Kimberly Avenue

Reports to: Parks Lead or Designee

Medical Physical: Yes

Supervises: None

Background Check: Yes

Pay Grade and Classification: G – non-exempt

Workweek: Typical workweek Monday – Friday (6:30-3). Weekend hours intermittently required between Memorial Day and Labor Day and potential year-round call ins for snow, ice, and water breaks.

PURPOSE OF POSITION:

To perform duties required to provide and maintain village streets, parks, terrace trees, storm and sanitary sewers, refuse and other special collections, inspections, equipment maintenance, and general cleaning and maintenance in accordance with Village ordinances and policies. The employees will provide necessary services in a safe, timely and professional manner so as to allow for effective operations. The employees will be required to perform services as needed during scheduled working hours and after hours as necessitated by weather or factors which require immediate service or attention. Emergencies and/or other circumstances may require working at any time of the day or night and sometimes for extended hours; overtime pay may be required.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES

Many fundamental job duties are seasonal in nature and may include but are not limited to:

Grass cutting and trimming.

Preparing and maintaining baseball/softball diamonds and soccer fields.

Cleaning and maintaining restrooms and park areas.

Construction, painting, and necessary repairs to equipment, buildings and property.

Drive light equipment (e.g., skid steer, tractors, lawn mowers, etc.)

Trim trees; remove dead trees and stumps, tree and brush control, and planting new trees.

Landscaping to include grading, turfgrass restoration, trimming, pruning, weeding, and berm work.

Perform construction projects such as rebuilding and installing manholes, sanitary and storm sewer construction or repair, building and repair of structures, concrete work, work in trenches and above ground.

The collection of refuse, rubbish, and recycling materials.

Use of hand and power tools.

Performs maintenance on road signs and traffic lights as needed, updates records.

Assist the water utility, maintain sanitary sewers and storm sewers. Monitor lift stations.

Performs park, parking lot, street and sidewalk maintenance and repair, including street sweeping; maintenance of catch basins; playground and park facility maintenance; maintenance of the parks tree canopy; ballfield maintenance and grooming; maintenance support to a sand beach swim facility; repair of parks street and parking surfaces (hauling hot mix, removing existing concrete; patching blacktop; repairing broken concrete; crack-filling.)

Assist the street department through the following: Snow plowing and snow removal, hauls and applies sand/salt/brine as needed; notifies Streets Foreman or Police Department of changing or hazardous conditions with an emphasis on sidewalks and park areas with additional support for Street plowing operations.

Drive heavy equipment (e.g., backhoe, front end loader, street sweeper, grader, and all other equipment necessary to perform summer and winter operations.

Other duties as assigned.

WORKING CONDITIONS WHILE PERFORMING THE ESSENTIAL FUNCTIONS

Work performed is outside where hazards include traffic, dust, noise, vibrations, mechanical hazards and slippery conditions. Work is done in inclement weather such as wet and humid conditions, rain, snow, ice, and in some situations extreme cold and extreme heat. Work may be off platforms, scaffolding, ladders and bucket lift. Work may be with chemicals such as: fertilizers, pesticides, gas, oil, and cleaners. Work manholes and lift stations where fumes, gases, odors, and poor ventilation may be present.

Understands the importance of weather related and emergency responses. Routinely participates when called in for snow and ice control operations and other Village emergencies as directed and responds in a timely manner when contacted by the employer for non-scheduled work.

Ability to work a varied schedule, including nights, weekends, extended and non-standard hours.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Operation of the municipal fleet including but not limited to dump and plow trucks, leaf vacuum truck, garbage trucks, tractors, loader, aerial lift, lawn mowers (ride and push), utility vehicles, air compressor, air hammer, brush chipper, tar kettle, paint machine, hand and power tools, chain saw, shovels, brooms, rake, weed eater, and chemical sprayers. Breathing apparatus, air and gas monitors, personal protective equipment and other miscellaneous equipment. Office equipment (computer, telephone, copy machine), digital camera, camcorder, and measuring devices.

MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS:

Education: High school education or equivalent is required. Some college, trade, or technical schooling preferred.

Experience: No experience required.

Certifications/Licenses: Possess and maintain a valid Commercial Driver's License, Class B with tanker endorsement, within 1 year of hire.

Knowledge, Skills, and Abilities: Good communication skills, basic computer skills, and a mechanical aptitude. Basic everyday living skills are needed as well as the ability to understand and follow verbal and written directions, read, write, add and subtract.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Scheduling flexibility is required to accommodate changing business needs.

UPDATED 1-30-2023.

JOB ANALYSIS REQUIREMENTS

Job Title: Park & Street Operator – Entry

N: Never, O: Occasional 1-33% of the time on job, F: Frequently 34-66% of the time on job, C: Constantly ≥ 67% of the time on job

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS					WORKING CONDITIONS				
	N	O	F	C		N	O	F	C
1 Standing		X			1 Outside			X	
2 Walking		X			2 Alternating between in & outside			X	
3 Sitting		X			3 Heat ≥ 95°F		X		
4 Lifting: Less than 10 lbs.			X		4 Cold ≤ 32°F		X		
5 Lifting: Less than 25 lbs.			X		5 Fluctuating Temperatures		X		
6 Lifting: Less than 45 lbs.		X			6 Wet Conditions		X		
7 Lifting: Less than 75 lbs.		X			7 Dry Atmospheric Conditions		X		
8 Carrying up to 45 lbs.		X			8 Confined Spaces	X			
9 Pushing up to 45 lbs.		X			9 Heights ≥ 6 ft.		X		
10 Pulling up to 45 lbs.		X			10 Heights ≥ 30ft.		X		
11 Pulling hand over hand		X			11 Constant noise, 85 decibels (db) +		X		
12 Climbing stairs		X			12 Intermittent noise, 85 db +		X		
13 Climbing - ladder		X			13 Vibration		X		
14 Balancing		X			14 Irritant Fumes		X		
15 Stooping		X			15 Dust		X		
16 Kneeling		X			16 Gases: Diesel, Gasoline		X		
17 Repeated bending		X			17 Chemicals		X		
18 Crawling		X			18 Grease & oils		X		
19 Reaching high, low, and level		X			19 Working with moving machinery			X	
20 Repetitive finger movements		X			20 Working with moving vehicles			X	
21 Use of hands for grasping			X		21 Working with ladders/scaffolding		X		
22 Use of hands for manipulation			X		22 Working below ground		X		
23 Use of hands for twisting of wrist			X		23 Working with hands in water		X		
24 Use of hands for flexion/extension of wrist			X		24 Working alone/independently		X		
25 Use of hands for reaching			X		25 Light/medium work intensity, 8 hrs./day, 5 days/week				
26 Use of hands for overhead work		X							
27 Repetitive motion involving wrists or hands		X							
28 Both hands required			X						
29 Both legs required			X						
30 Simultaneous mental/muscular coordination		X							
31 Clear oral communication				X					
32 Hearing - conversation			X						
33 Visual Concentration			X						
	Y		N						
34 Specific visual requirements	X								
35 Depth Perception	X								
36 Color Vision: Distinguishing color & shade	X								
37 Operation of crane, truck, or motor vehicle	X								

Reviewed/Revised: 1/30/23.