

CITY OF MALVERN

POSITION DESCRIPTION

TITLE: Seasonal Maintenance

DEPARTMENT: Streets Department

LOCATION: Malvern, IA

POSITION REPORTS TO: Street Superintendent

SUPERVISORY RESPONSIBILITIES: None

POSITION FUNCTION: Maintain parks, performing mowing, trimming, and other routine tasks, as assigned.

MAJOR RESPONSIBILITIES:

Essential Tasks:

Grounds:

1. Maintain grounds on all City property.
 - a. Includes mowing and trimming
2. Water flower baskets downtown.
3. Trim and remove tree limbs from City properties.

CONTACTS: Street Superintendent, City Clerk, Deputy City Clerk, and Mayor.

EQUIPMENT USED: Riding mower, push mower, miscellaneous hand and power tools.

QUALIFICATIONS:

- A. Education - Must have valid driver's license. Some knowledge and/or training in mowing equipment operation and maintenance preferred.
- B. Experience - No experience required. Some experience in grounds maintenance or related areas preferred.
- C. Special Abilities - Must be a self-starter and have the ability to work independently.
- D. Physical Requirements - Must be able to lift objects weighing in excess of 50 lbs. on an occasional basis.
- E. Mental Requirements - Must have the ability to follow instructions to complete a project correctly and within time limits. Must be able to communicate with supervisors about any difficulty or questions; Must understand and follow all employee conduct policies; Must be able to understand and properly follow directions from supervisors.