

**CITY OF BOWLING GREEN, KENTUCKY  
POSITION DESCRIPTION**

**TITLE: PARKS FACILITY MAINTAINER**

**DATE: SEPTEMBER 2022**

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**PURPOSE OF POSITION**

The purpose of this position is to perform a variety of grounds maintenance tasks for the assigned area. Duties and responsibilities include operating equipment, such as dump trucks, tractors, mowers, or backhoes in the maintenance, cleaning, and repairing of assigned grounds, facilities, and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates equipment such as dump trucks, tractors, mowers, front-end loader, and various hand tools such as shovels, picks, axes, rakes, saws, or drills to perform routine grounds and facility maintenance for the assigned area.
- Performs maintenance and construction duties such as painting building exteriors or park equipment, including benches, tables, and trash barrels; smoothing athletic fields; landscaping; applying chemicals and fertilizer; mixing cement; or pouring and laying building foundations.
- Performs routine repairs, including plumbing repairs, general carpentry work, minor electrical, welding, or small engine or irrigation repairs.
- Performs custodial duties for assigned area, such as cleaning restrooms and shelters, or picking up and disposing of trash.
- Provides assistance with funerals, including setting up tents and the coffin-lowering device, placing vault cover, taking down tents and storing after the funeral, and general clean up of gravesite area.
- Installs playground and recreational equipment in parks; periodically checks equipment for hazards and necessary repairs.
- Trims trees and bushes as required and disposes of debris.
- Maintains records of activities and prepares routine reports as required.
- Attends in-service training and technical or professional classes or seminars to improve technical or professional skills.

**ADDITIONAL JOB FUNCTIONS**

- Performs other related duties as require.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

High School diploma (or GED) and one year of vocational school education in heavy equipment, with six months to one year of experience operating light and medium equipment (or related) required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid Driver's License.

**PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure, and/or sort data and information.
- Ability to advise on and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as regulations or general operating manual.

**MATHEMATICAL ABILITY**

- Ability to add, subtract, measure, multiply and divide.

**JUDGMENT AND SITUATIONAL REASONING ABILITY**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

**PHYSICAL REQUIREMENTS**

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as welding or heavy equipment use.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger, and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



**Employer Information**

Employer:	City of Bowling Green	Type of Business:	Municipality
Location:	City of Bowling Green	City:	Bowling Green
Address:	1001 College Street	Zip Code:	42101
State:	KY	Contact Title:	Safety & Risk Manager
Contact Name:	David Weisbrodt	Fax:	270-393-3298
Phone:	270-393-3629	Job Position:	Parks Facilities Maintainer I
Email:	david.weisbrodt@bgky.org		

**Brief Description of Employer's Business:**

The City of Bowling Green is a vibrant, growing, and diverse community located in south-central Kentucky. It is the 3rd largest city in the state and conveniently located between Nashville and Louisville. Bowling Green offers a combination of big-city amenities and small-town feel.

**WORKSTRATEGIES<sup>™</sup> REPRESENTATIVE INFORMATION**

Name:	Amanda Yates, ATC	Facility:	WKONA-BOWLING GREEN
Title:	Work Strategies Specialist	Address:	165 NATCHEZ TRACE, SUITE 200
Phone:	270-781-6477	City:	BOWLING GREEN
Email:	AJYates@kort.com	State:	KY
Date:	5/8/2019	Zip Code:	42103-7947

**Job Description**

Job Title: Parks Facilities Maintainer I

Classification:  Sedentary (Up to 10 lbs.)     Light (11 to 20 lbs.)     Medium (21 to 50 lbs.)     Heavy (51 to 100 lbs.)     Very Heavy (> 100 lbs.)

Job Performed:  Part of Team     Rotation Basis     Assembly Line     Alone

Max Weight Handled: 100 lbs.    Employment Hours: 8 Per day 40 Per Week    Lunch and Breaks: Yes

Brief Description of Job: The Parks Facilities Maintainer I is responsible for maintaining the City's parks. This employee performs task such as mowing the grass, weed eating, cleaning the restrooms, removing the trash from trash receptacles, raking leaves, painting, and construction work.

Educational Requirements (Specific Training, Experience, Certification and/or Licensing): High School diploma (GED), valid driver's license

Dress Code / Protective Gear: Ear Plugs, Safety Glasses, Steel Toe Work Boots/Shoes, Uniform, Gloves

Additional Comments: The information for this report was gathered through an interview with Mike Mitchum and Dwayne Ausbrooks on 4/30/19.



*Frequency performed shift:	N = Never (0%)	O = Occasional (1-33%) One Min - 2:30 Hours Once - 20 Min / Hour	F = Frequent (34-66%) 2:31 - 5:30 Hours 21 - 40 Min / Hour	C = Constant (67 - 100%) 5:31 - 8:00 Hours 41 - 60 Min / Hour
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Description	Frequency	Essential	Task Physical Demands
Park Maintenance: Employee is responsible for maintaining the City's parks.	Constant	Yes	<p>1 Requires employee to mow grass using a push lawn mower (up to 10# of push/pull force) and a riding lawn mower.</p> <p>2 Requires employee to lift a weed eater (12#) from floor to waist level and carry up to 300 ft.</p> <p>3 Requires employee to lift 50# bags of grass seed and 40# bags of concrete from the floor to waist level.</p> <p>4 Requires lifting a pitch fork from floor to waist level to mulch play grounds (pitch fork with mulch on it weighs up to 30#.)</p> <p>5 Requires using a push/ pull force of up to 85# when moving a wheelbarrow weighing up to 300#.</p> <p>6 Requires using a pick up stick to pick up trash from the ground.</p> <p>7 Requires employee to use 100# of force to push/pull the genie lift (weighing up to 1200#) This requires a team of 4 to move the genie lift together approx. 1x/ month.</p> <p>8 Requires forward reaching at ground to mid-chest level to rake leaves. The rake weighs &lt;10# and pulling the rake across the ground requires &lt; 10# of pull force.</p> <p>9 Requires employee to use equipment such as hand tools, power tools, seeders, aerators, skill saw, drills, post hole digger, rakes, shovels, pitch forks, and auger.</p> <p>10 Requires employee to make plumbing and irrigation repairs which requires stooping/ crouching/ kneeling.</p> <p>11 Requires occasional concrete work to make pads for trash receptacles/ benches. This requires stooping/ crouching/ kneeling and a back and fourth motion of the hand using a small tool to finish the concrete.</p> <p>12 Requires employee to put up chain link fence which requires using a post hole digger/ auger.</p> <p>13 Requires standing, walking, sitting, balancing, climbing, stooping, crouching, kneeling, forward/ overhead reaching, object handling, fingering, feeling, and simple/ firm hand grasping.</p>



Description	Frequency	Essential	Task Physical Demands
Cleaning: Employee is required to clean 10 park restrooms and remove trash from all the trash receptacles in the park.	Frequent	Yes	1 Requires forward reaching at floor to mid-chest level to handle a broom/mop. The broom/ mop weigh no more than 10# and requires no more that 10# of force to push/pull them across the floor. 2 Requires employee to stoop/ crouch/ kneel to wipe down the toilets and urinals. 3 Requires employee to lift trash bags (weighing up to 60#) from waist to overhead level. There are 200 (55 gallon) trash receptacles. Bags weighing over 60# require a team lift. 4 Requires walking, standing, balancing, forward/ overhead reaching, crouching, stooping, kneeling, object handling, fingering, feeling, and simple/ firm hand grasping.
Operating Vehicle: Employee operates a vehicle to travel to the City parks.	Occasional	Yes	1 Requires sitting, standing, walking, balancing, forward reaching, object handling, fingering, feeling, and simple/ firm hand grasping.
Event Set Up: Employee is responsible for setting up tables, chairs, and tents for events in the City parks.	Occasional	Yes	1 Requires using a push/ pull force of up to 50# to move a rack of tables/ chairs. (2 people move the rack together) 2 Requires lifting tables (20#) and chairs (<10#) from floor to waist level and carrying them up to 20 ft. 3 Requires lifting tent poles (20#) from floor to waist level. 4 Requires using a 12# sledge hammer to hammer 3ft spikes into the ground. 5 Requires working overhead with tent set up. 6 Requires standing, walking, balancing, overhead/ forward reaching, crouching, stooping, kneeling, object handling, fingering, feeling, simple/ firm hand grasping.

### Physical Demands

Lift	Max Weight Lifted (1RM):	60 lbs.	Height To/From: waist - overhead	Description of Object: Bags of trash
Weight (lbs.)	Frequency*	Repetitions/Time	Height To/From	Description of Object
0-10	Frequent	5-24x per hr.	floor - overhead	Tools/ equipment such as hand tools, rakes, shovels, pick up stick, broom, mop, post hole digger, and chairs
11-20	Occasional	1-4x per hr.	floor - waist	Weed eater, sledge hammer, table, tent poles
21-35	Occasional	1-4x per hr.	floor - waist	Pitch fork with mulch
36-50	Occasional	1-4x per hr.	floor - waist	Bags of grass seed, bags of concrete
51-75	Frequent	5-24x per hr.	waist - overhead	Bags of trash
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				



<b>Carry</b>	Max Weight Carried (1RM): 60 lbs.		Distance: 5'	Description of Object: Bags of trash
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Frequent	5-24x per hr.	up to 20 ft.	Tools/ equipment such as hand tools, rakes, shovels, pick up stick, broom, mop, post hole digger and chairs
11-20	Occasional	1-4x per hr.	up to 300ft.	Weed eater, sledge hammer, tables, tent poles
21-35	Occasional	1-4x per hr.	up to 5ft.	Pitch fork with mulch
36-50	Occasional	1-4x per hr.	up to 5 ft.	Bags of grass seed
51-75	Frequent	5-24x per hr.	up to 5 ft.	Bags of trash
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				

<b>Push</b>	Max Force Pushed (1RM): 100 lbs.		Distance: 100'	Description of Object: Moving genie lift
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Occasional	1-4x per hr.	up to 300 ft.	Push lawn mower, seeder, broom, mop
11-20	Occasional	1-4x per hr.	up to 2ft.	Post hole digger
36-50	Occasional	1-4x per hr.	up to 100 ft.	Moving rack of tables/ chairs
76-99	Occasional	1-4x per hr.	up to 100 ft.	Wheelbarrow
99+	Occasional	1-4x per hr.	up to 100 ft.	Moving genie lift
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				

<b>Pull</b>	Max Force Pulled (1RM): 100 lbs.		Distance: 100'	Description of Object: Moving genie lift
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Occasional	1-4x per hr.	up to 300 ft.	Push lawn mower, seeder, broom, mop
36-50	Occasional	1-4x per hr.	up to 100 ft.	Moving rack of tables/ chairs
76-99	Occasional	1-4x per hr.	up to 100 ft.	Wheelbarrow
99+	Occasional	1x per month	up to 100 ft.	Moving genie lift
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				



**Positional Demands**

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Sitting	Occasional	Operating vehicle and riding lawn mower
Standing	Constant	Park maintenance
Walking	Constant	Park Maintenance, cleaning, event set up
Climbing Stairs	Occasional	Park Maintenance
Climbing Ladders	Occasional	Park Maintenance, event set up
Reach Forward	Frequent	Park maintenance, operating vehicle, cleaning, event set up
Reach Overhead	Occasional	Park maintenance, cleaning, event set up
Balancing	Constant	Walking, standing, climbing
Stooping	Occasional	Park Maintenance, cleaning, event set up
Kneeling	Occasional	Park Maintenance, cleaning, event set up
Crouching	Occasional	Park Maintenance, cleaning, event set up
Crawling	Occasional	Park Maintenance
Object Handling	Constant	Park Maintenance, cleaning, event set up, operating vehicle
Fingering	Constant	Park Maintenance, cleaning, event set up, operating vehicle
Fine Hand Coordination	Constant	Park Maintenance, cleaning, event set up, operating vehicle
Simple Hand Grasping	Constant	Park Maintenance, cleaning, event set up, operating vehicle
Firm Hand Grasping	Constant	Park Maintenance, cleaning, event set up, operating vehicle
Operating Controls	Occasional	Operating Vehicle, lawn mowers, power tools
Frequency performed per shift:      N = Not Present(0%)      O = Occasional (1-33%)      F = Frequent (34-66%)      C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked)      1 - 4 reps./hr.      5 - 24 reps./hr.      >= 25 reps./hr.		



**Sensory Requirements**

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Vision - Far	Constant	Park maintenance, event set up, operating vehicle, cleaning
Vision - Near	Constant	Park maintenance, event set up, operating vehicle, cleaning
Depth Perception	Constant	Park maintenance, event set up, operating vehicle, cleaning
Color Discrimination	Constant	Operating vehicle
Field	Constant	Work area
Accommodation	Constant	Park maintenance
Perception - Spatial	Constant	Park maintenance
Perception - Form	Constant	Park maintenance
Feeling	Constant	Park maintenance
Speaking	Constant	Communication among co-workers, supervisors, and visitors.
Hearing	Constant	Safety and communication among co-workers, supervisors, and visitors.

Frequency performed per shift:                      N = Not Present(0%)                      O = Occasional (1-33%)                      F = Frequent (34-66%)                      C = Constant (67 - 100%)  
 Repetition Based Determination (multiply reps. by #-hrs. worked)                      1 - 4 reps./hr.                      5 - 24 reps./hr.                      >= 25 reps./hr.



**Work Environment**

Exposure To	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Inside Environment	Occasional	Cleaning restrooms
Outside Environment	Constant	Parks maintenance, event set up, pulling trash
Weather Conditions	Occasional	Outside environment
Temperature	Constant	Outside environment
Hot	Occasional	Summer months
Cold	Occasional	Winter months
Heat	Occasional	Summer months
Wet/Humidity	Occasional	Outside environment
Biological Agents	Never	
Human Body Fluids	Occasional	Emergencies only
Chemicals	Occasional	Cleaning products, paint, round-up, 24D
Hazardous Materials	Occasional	Cleaning products, paint, round-up, 24D
Floor Surface	Constant	Outside environment- uneven terrain/ slippery surfaces
Lighting	Constant	Outside lighting
Vibration	Occasional	Operating lawn mowers and power tools
Unprotected Heights	Occasional	Play ground repairs, roof repairs
Confined/Clustered	Never	
Moving Equipment	Occasional	Vehicles, lawn mowers

Frequency performed per shift:      N = Not Present(0%)      O = Occasional (1-33%)      F = Frequent (34-66%)      C = Constant (67 - 100%)  
 Repetition Based Determination (multiply reps. by #-hrs. worked)      1 - 4 reps./hr.      5 - 24 reps./hr.      >= 25 reps./hr.

**WORKSTRATEGIES™ REPRESENTATIVE INFORMATION**

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