

**City of Mattoon, Illinois**  
**Job Description**

**Title:** Parks & Lakes Maintenance Worker, Lake Mattoon  
**Classification:** FLSA Nonexempt; Not Represented by AFSCME Bargaining Unit  
**Compensation Range:** \$18.08 to \$26.49 Per Hour

**POSITION SUMMARY:**

This is mid- to high-level work associated with the care and maintenance of the city's park and lake recreation facilities, including ball fields, rights-of-ways, neighborhood parks, campgrounds and marina. This person works under direct supervision of the Parks and Lakes Director. Employees of this class are expected to exercise considerable independence, initiative, responsibility and appropriate level expertise in the day-to-day layout, construction and maintenance of the city's park & lakes recreation system. The work involves a high degree of building trades, budgeting details, communication, inventory control, public relations, grounds equipment operation skills, heavy physical exertion, which may be performed under adverse weather conditions, supervising employees and working with contractors. This position is subject to on-call status.

**ESSENTIAL DUTIES:**

**Communication:** Communicates with the general public and other city employees in order to receive assignments, obtain supplies and equipment, reads meters, completes a wide variety of park & lake maintenance assignments and computer work. Instructs, and/or trains subordinates, seasonal workers, and volunteers in field maintenance duties. Completes safety inspection and inventory forms and reports. Prepares and maintains preventive maintenance schedules. Tracks budget expenses. Documents completed work on work orders.

**Manual/Physical:** Performs rough and finished carpentry tasks. Makes emergency and routine plumbing and sewer repairs and installations as allowed by the Illinois Plumbing Code. Installs, repairs, or replaces chain link fences and gates. Maintains, orders and tracks inventory at the marina. Performs prep work for opening and closing of the lake facilities each season. Troubleshoots small and heavy-duty electrical equipment repairs. Repair, replace, or fabricate parts in existing equipment, structures, and playground equipment. Removes graffiti, and repairs vandalism in parks and lakes recreational related facilities. Distinguishes colors to match existing paints when repainting or covering graffiti and reading blue stake markings. Utilizes computer/tablet to monitor and read water and electric usage. Uses hand tools to install, repair, and replace water lines, backflow prevention devices and other irrigation related plumbing equipment. Works in small, cramped areas (shallow holes) while repairing water lines. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Operates a motor vehicle (van, pickup truck) requiring an Illinois Class D Driver's License to transport tools and equipment between job sites. Operates power-driven machinery including, but not limited to: backhoes, end loaders, skid steers, trenchers, snow plows, mowers, jack hammers, sand blowers, power washers, concrete tools, auger, and forklift to complete assigned tasks. Uses a wide variety of tools related to trades work in order to complete assigned work. Works with cleaning fluids and agents, chemicals, pesticides, insecticides, (Note II. Dept Ag. General Standards & right of way license) and

paints using normal and specialized protective equipment to apply herbicides and to complete maintenance and repair duties. Moves objects possibly weighing up to 100 pounds to take to job sites or load into vehicle. Cleans work area and equipment. Sets up and removes items such as but not limited to: picnic tables, folding tables, chairs, barricades, traffic cones, booths and canopies to set up for special events, or block off work sites. Works in a variety of weather conditions while performing work. May work at elevated levels (15 - 20 feet). Operates and maintains a motorized boat, setup buoys for annual and special lake functions, lake traffic patrol according to the rules and regulations of the Lake and the State of Illinois. Ability to understand and enforce the Municipal and State guidelines and regulations for operating a public beach and campgrounds.

**Mental:** Functionally supervises and evaluates the work of subordinate personnel while assisting with general maintenance, mowing, painting, digging, mixing concrete, applying herbicides, pesticides and fungicides, and graffiti removal. Reads, interprets, and works from blueprints, sketches, and circuit diagrams and computer/tablets. Comprehends and makes inferences from work orders. Plans and organizes daily operation of the Campgrounds/Marina. Analyzes turf and soil conditions, weather conditions and water and electric usage. Learns job-related material through on-the-job training regarding semiskilled and skilled trades work.

#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Methods, practices, tools, equipment and materials used in building, repairs and general maintenance; mowing; water and sewer line repairs;
- Occupational hazards and necessary safety precautions applicable to turf, maintenance work; and general managerial work;
- Welding techniques; herbicide and pesticide applications, and other chemical applications;
- Theory of electricity, wiring diagram schematics and the function of circuits and controls;
- Herbicides, pesticides, fungicides and application methods; and
- Method, practices, tools and equipment used in inventory control, budgeting, and technology.

Skill in:

- Trades associated with parks and lakes maintenance, repair, alteration, and construction of facilities or fixtures, budgeting, technology; and
- Turf management and maintenance of grounds, athletic fields and equipment.

Ability to:

- Establish and maintain effective working relationships with fellow employees;
- Understand and work with Microsoft office and computers/tablets and/or cell phones;
- Work and provide information to the general public as needed.
- Work independently with minimal instruction and supervision;
- Work with, and occasionally supervise, lesser skilled workers assigned to assist with tasks; and
- Provide input for annual budget and monitor expenditures.

**QUALIFICATIONS:**

Requires any combination of training, education or experience equivalent to graduation from high school or GED and at least 5 years experience in a minimum of two of the building, or related trades such as carpentry, chain link fence repair and installation, electrical, water/sewer lines, managerial, masonry, painting, playground equipment repair and maintenance, plumbing, welding, inventory control, electronic devices such as computers/tablets and budgeting.

**SPECIAL REQUIREMENTS:**

Must possess or be able to obtain and maintain current forklift / scissor lift certification.

Must have or be able to obtain and maintain certification for use of restricted and non-restricted chemicals within one year after appointment.

Must be able to qualify, obtain and maintain certification for use of protective respirator equipment based on passing a specialized physical examination.

Verbal skills are essential part of this operation. Must be able to communicate and listen well, to supervise employees, and handle general public in an effective and orderly manner.

Employees in this job classification are required to use appropriate safety equipment and safety procedures in performing assignments.

**PERFORMANCE EVALUATIONS:**

An employee's performance is measured in accordance with the specifications of this job description.

