



TOWN OF ATOKA
 334 Atoka-Munford Avenue
 Atoka, Tennessee 38004
 Phone: (901) 837-5300

www.TownofAtoka.com

TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Park Maintenance-Full Time	Parks and Recreation	Maintenance Lead
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On Call	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	April 11, 2022

POSITION SUMMARY

The Town of Atoka is seeking an individual to assist the daily operations of the facilities and grounds within the Parks and Recreation Department. This is a full-time position with primarily daytime weekday shift hours and some evenings/weekends. On occasions there is varied shift hours including, daytime, evenings, and weekends. This individual will be responsible for a wide variety of tasks focused on maintenance of park grounds and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Performs minor repairs/improvements and maintains the cleanliness and orderliness of park grounds (lawns, shrubs, trees, and vegetation) and facility structures (athletic fields, splash pad, rest rooms, offices, parking lots, benches, and other park facilities).
- Performs basic construction tasks in maintaining and repairing erosion control, diversion, and drainage systems to protect park facilities.
- Maintains and performs minor repair on park facility structures.
- Operates and performs minor maintenance on trucks, mowers, utility vehicles, or other light automotive mechanical equipment.
- Operates basic park maintenance equipment such as utility vehicles, mowers, weed eater, power tools, chain saw, etc.
- Provides responsive, high-quality service to Town employees, representatives of outside agencies and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.
- Promptly report all vehicular or equipment damage, malfunctions, and any other dangerous or unusual park conditions to the Parks & Recreation Director.
- Maintains the security of Town Park property.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

- Methods and techniques of park care and operations, including athletic fields.
- Maintenance and repair techniques regarding park structures and facilities, including athletic fields.
- Methods and techniques of performing gardening tasks on lawns, plants, and shrubs.
- Basic carpentry, plumbing, masonry, painting, and electrical maintenance.
- Operate and maintain automotive and hand-held power tools and equipment.
- Use hand tools for gardening, and performing semi-skilled maintenance work for park structures, including carpentry, plumbing, electrical, and masonry tasks.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Treat Town employees, representatives of outside agencies and members of the public with courtesy and respect.
- Understand and interpret written and oral instructions.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma
- (1) year of work experience, or an acceptable combination of work experience and education.
- Demonstrated experience with park maintenance, landscaping, plumbing, and general construction required.
- CPR certified preferred
- Possession of or ability to readily obtain a valid driver's license issued by the State of Tennessee for the type of vehicle or equipment operated.
- Must pass a criminal background check and drug test

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to bend, stoop, stretch, walk, run, and lift weight of up to 50 pounds.
- Must be physically able to operate a variety of machines, tools, and equipment related to park maintenance.
- Must be able to use body members to work, move or carry objects or materials.
- The Parks Maintenance is expected to work an eight (8) hour per day work schedule – however, that may fluctuate throughout the year to meet departmental work demands.
- Night and weekend work may be required as needed with hours shifted to minimize overtime expense.
- The work is typically performed at Town facilities, outdoors and/or at Town parks.
- The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, inclement weather conditions, fire, heat, and toxic gases.
- The employee occasionally works near moving mechanical parts and in high, precarious places, including pitched roofs, required to climb ladders or balance, stoop, kneel, crawl, operate objects, tools or controls and reach with arms and legs and is sometimes exposed to wet and/or humid conditions.
- The work may require the use of protective devices, such as masks, goggles, gloves, and other protective gear.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use entire body to, handle or feel objects, and use concession/kitchen type tools. The employee is regularly required to stand; walk; sit; and reach with hands and arms. The employee must have the ability to lift and/or move 25-50 pounds. The employee must be able to work in a fast-paced environment.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.