



Park Maintenance Worker

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Park Superintendent

SUPERVISE: Oversees summer workers and contracted custodial crews

SUMMARY DESCRIPTION

Under the supervision of the Park Superintendent, performs a variety of semi-skilled and skilled tasks in the maintenance, upkeep, repair and operation of city parks, recreational facilities and buildings. Exercises independent judgment in decision making and prioritizes work.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive*

Performs turf management tasks such as watering, mowing, aerating, fertilizing, top dressing, trimming, edging, spraying and repair and management of irrigation sprinkler systems.

Prepares and maintains ballfields, athletic fields, and activity areas for practices and games.

Opens and cleans park facilities and clears park grounds, structures and playing fields of debris and litter.

Inspects and repairs park structures and playground equipment.

Performs snow removal on park trails and at Library, City Hall, Civic Center, and Senior Center.

Supervises seasonal workers to assure maximum utilization of assigned skills, facilities and equipment.

Assists with maintenance responsibilities at Aquatic Center, Civic Center, Senior Center, City Hall, and Library.

Performs preventative maintenance on heating, cooling, and ventilation systems; performs minor plumbing and electrical work; paints walls, ceilings and window trim; performs minor concrete work; rough carpentry; cleans floors and carpets.

Performs horticultural activities planting, weeding, mulching, trimming and pruning plants and trees.

Assists with the training and supervising of work activities of summer workers.

Assures that tools and equipment are properly maintained and kept in proper working condition.

Maintains positive public relations with the general public, other employees and municipal officials; handles complaints and answers questions from the public.

Operates grounds maintenance equipment as well as a variety of hand and power tools.

Applies pesticides, herbicides and other pest management treatments.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Functions, characteristics, and proper care of tools, equipment and materials used in park maintenance.
- Principles and practices of park management, horticulture and landscaping.
- Occupational hazards and standard safety practices.
- The operation of motorized vehicles and power equipment, common hand and power tools, carpentry and electrical tools, mobile radio and cell phones, ladders and step stools.
- Principles and practice of maintenance and repair activities related to indoor and outdoor park facilities.
- Basic mathematical principles.
- Techniques and procedures in basic carpentry, metal, masonry, painting, mechanical and electrical work.

Ability to:

- Work with a variety of tools related to building and park maintenance.
- Perform moderately heavy manual work.
- Perform semi-skilled maintenance duties.
- Work independently in the absence of supervision.
- Clean and care for assigned areas and equipment.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an outdoor park and indoor facility environments, with occasional travel from site to site; exposure to dust, grease, odors, cleaning agents, chemicals, mechanical and electrical hazards and all types of weather and temperature conditions; works and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; periodically works at heights.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to walk, stand and sit; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, and grasp; to climb heights on ladders; to lift, carry push and/or pull moderate to heavy amounts of weight; to operate equipment and vehicles and to verbally communicate to exchange information; normal visual and hearing range.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Graduation from high school or equivalent GED; one year of experience in parks, grounds, landscape, and/or building maintenance; or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

License/Certification: Must have or have the ability to obtain a valid Nebraska driver's license. Must be able to obtain CPR, AED and First Aid Certifications, Commercial Driver's License (CDL), and Pesticide Applicator License (non-commercial) within six months of employment.

Employment History(List past employers, starting with the most recent, including military. List others on separate page)

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Rev. July 11, 2014

Have you had your driver's license suspended or revoked, or had your driving privileges modified by a court of law? Yes No

If yes, please explain _____

Please list all states from which you hold or have held a driver's license: _____

Educational Background

Name and Location	Years Completed	Did you Graduate?	Course of Study
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High School _____			
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College _____			
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Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work with us. _____

Please list any other licenses or certificates you may have that relate to the position applied for:

References

Include any individuals familiar with your work ability. Do not include relatives.

Name _____

Address _____

Phone _____ Years Known _____

Relationship _____

Name _____

Address _____

Phone _____ Years Known _____

Relationship _____

Name _____

Address _____

Phone _____ Years Known _____

Relationship _____

Name _____

Address _____

Phone _____ Years Known _____

Relationship _____

Comments

Certification and Release

I certify that I have read and understand foregoing Application for Employment and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this Application may result in rejection of my Application, rescinding an offer, or discharge at any time during my employment.

I hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Wahoo. I authorize the City of Wahoo and/or its agents, including consumer reporting bureaus, to verify any of the information contained on this Application including, but not limited to, criminal history and motor vehicle driving records prior to or upon my employment by the City of Wahoo. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

I understand that the use of illegal drugs is prohibited during employment. As company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

Furthermore, I understand that, if hired, my employment will be strictly at will. That means that my employment is for an indefinite period and that the City of Wahoo or I may terminate the employment at any time, for any or no reason, with or without notice or intermediate steps, subject, however to personnel policies of the City of Wahoo. I further understand that no verbal statements or statements in any City of Wahoo policy or procedure manual, employee handbook, or other document shall be construed to have altered the at-will nature of my employment. I understand that no representative of the City of Wahoo has the authority to make any assurance to the contrary.

I have read and reviewed the information provided in this Application and the above statements. By signing this Application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature: _____ Date: _____

Regular Full-Time

Approved 11/9/2017

	1	2	3	4	5	6	7	8	9
A	\$ 14.27	\$ 14.70	\$ 15.14	\$ 15.59	\$ 16.06	\$ 16.54	\$ 17.04	\$ 17.55	\$ 18.08
B	\$ 14.98	\$ 15.43	\$ 15.90	\$ 16.37	\$ 16.87	\$ 17.37	\$ 17.89	\$ 18.43	\$ 18.98
C	\$ 15.73	\$ 16.21	\$ 16.69	\$ 17.19	\$ 17.71	\$ 18.24	\$ 18.79	\$ 19.35	\$ 19.93
D	\$ 16.52	\$ 17.02	\$ 17.53	\$ 18.05	\$ 18.59	\$ 19.15	\$ 19.73	\$ 20.32	\$ 20.93
E	\$ 17.35	\$ 17.87	\$ 18.40	\$ 18.95	\$ 19.52	\$ 20.11	\$ 20.71	\$ 21.33	\$ 21.97
F	\$ 18.21	\$ 18.76	\$ 19.32	\$ 19.90	\$ 20.50	\$ 21.11	\$ 21.75	\$ 22.40	\$ 23.07
G	\$ 19.12	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.52	\$ 22.17	\$ 22.84	\$ 23.52	\$ 24.23
H	\$ 20.08	\$ 20.68	\$ 21.30	\$ 21.94	\$ 22.60	\$ 23.28	\$ 23.98	\$ 24.70	\$ 25.44
I	\$ 21.08	\$ 21.72	\$ 22.37	\$ 23.04	\$ 23.73	\$ 24.44	\$ 25.18	\$ 25.93	\$ 26.71
J	\$ 22.14	\$ 22.80	\$ 23.49	\$ 24.19	\$ 24.92	\$ 25.66	\$ 26.43	\$ 27.23	\$ 28.04
K	\$ 23.25	\$ 23.94	\$ 24.66	\$ 25.40	\$ 26.16	\$ 26.95	\$ 27.76	\$ 28.59	\$ 29.45
L	\$ 24.41	\$ 25.14	\$ 25.89	\$ 26.67	\$ 27.47	\$ 28.30	\$ 29.14	\$ 30.02	\$ 30.92
M	\$ 25.63	\$ 26.40	\$ 27.19	\$ 28.00	\$ 28.85	\$ 29.71	\$ 30.60	\$ 31.52	\$ 32.47
N	\$ 26.91	\$ 27.72	\$ 28.55	\$ 29.41	\$ 30.29	\$ 31.20	\$ 32.13	\$ 33.10	\$ 34.09
O	\$ 28.26	\$ 29.10	\$ 29.98	\$ 30.88	\$ 31.80	\$ 32.76	\$ 33.74	\$ 34.75	\$ 35.79
P	\$ 29.67	\$ 30.56	\$ 31.47	\$ 32.42	\$ 33.39	\$ 34.39	\$ 35.43	\$ 36.49	\$ 37.58
Q	\$ 31.15	\$ 32.09	\$ 33.05	\$ 34.04	\$ 35.06	\$ 36.11	\$ 37.20	\$ 38.31	\$ 39.46
R	\$ 32.71	\$ 33.69	\$ 34.70	\$ 35.74	\$ 36.81	\$ 37.92	\$ 39.06	\$ 40.23	\$ 41.43
S	\$ 34.34	\$ 35.37	\$ 36.44	\$ 37.53	\$ 38.66	\$ 39.81	\$ 41.01	\$ 42.24	\$ 43.51
T	\$ 36.06	\$ 37.14	\$ 38.26	\$ 39.41	\$ 40.59	\$ 41.81	\$ 43.06	\$ 44.35	\$ 45.68
U	\$ 37.86	\$ 39.00	\$ 40.17	\$ 41.38	\$ 42.62	\$ 43.90	\$ 45.21	\$ 46.57	\$ 47.97
V	\$ 39.76	\$ 40.95	\$ 42.18	\$ 43.44	\$ 44.75	\$ 46.09	\$ 47.47	\$ 48.90	\$ 50.36
W	\$ 41.75	\$ 43.00	\$ 44.29	\$ 45.62	\$ 46.99	\$ 48.40	\$ 49.85	\$ 51.34	\$ 52.88
AA	\$ 43.83	\$ 45.15	\$ 46.50	\$ 47.90	\$ 49.33	\$ 50.81	\$ 52.34	\$ 53.91	\$ 55.53
BB	\$ 46.03	\$ 47.41	\$ 48.83	\$ 50.29	\$ 51.80	\$ 53.36	\$ 54.96	\$ 56.61	\$ 58.30
CC	\$ 48.33	\$ 49.78	\$ 51.27	\$ 52.81	\$ 54.39	\$ 56.02	\$ 57.70	\$ 59.44	\$ 61.22
DD	\$ 50.74	\$ 52.26	\$ 53.83	\$ 55.45	\$ 57.11	\$ 58.82	\$ 60.59	\$ 62.41	\$ 64.28
EE	\$ 53.28	\$ 54.88	\$ 56.52	\$ 58.22	\$ 59.97	\$ 61.77	\$ 63.62	\$ 65.53	\$ 67.49

Affects payroll issued 11/17/2017

CITY OF WAHOO, NEBRASKA

This provides an outline of available benefits for full-time employees as of February 1, 2018. Further details are available in the City of Wahoo Personnel Policy Manual and insurance and retirement plan documents.

Salaries:

Salary scales have been established for each job description. Annual performance evaluations are conducted for all employees.

Vacation: Vacation is earned at the following rates:

1-7 years – 80 hours of vacation earned

8-17 years – 120 hours of vacation earned

18 years + -- 160 hours of vacation earned

Employees may not carry over more than 48 hours of vacation past their anniversary date. Accrued vacation is paid out at termination or retirement.

Holidays: Eleven holidays are observed, ten official holidays and one “floating holiday”, which is taken like a vacation day. Holidays are: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Personal Leave: Employees earn personal leave time, which can be used for illness of employee, family members, or other family concerns. Full time employees earn 96 hours per year of personal leave. Maximum accrual is 960 hours. Personal leave begins accruing immediately but cannot be utilized until after completing six months of employment. Personal leave is not paid out at termination or retirement, except in the following circumstances: 1) if an employee has worked 20 years and reached age 59 ½; or, 2) has worked 25 years, regardless of age; or 3) if age 59 ½ and has completed 10 years of service, would be entitled to receive half of accrued personal leave.

Funeral Leave: Three days are paid for death of close relative, one day for other relatives. No maximum number of days per year.

On Call Pay: Certain employees in the electric distribution and gas departments are on call on weekends or holidays. Compensation for being on call for a day is equivalent to two hours regular pay for that day. Any time worked while on call is overtime.

Overtime: Overtime is calculated after 40 hours worked in any one week (includes vacation, holiday, comp time, and personal leave taken during the week) and is paid at 1 ½ times regular hourly wage. Time worked on a holiday is considered overtime for most employees. (Police officers are paid their regular wage for working holidays, but receive a separate holiday compensation check twice a year.)

Comp time: Comp time is allowed, at the discretion of the department head. There is no maximum, but employees wishing to use overtime as comp time must take the time off within two weeks of earning the time, it cannot be carried over or banked.

RETIREMENT PLAN:

The City of Wahoo provides a defined contribution retirement plan for its employees. Participating employees contribute 6% and the City contributes a matching 6%. Employees select investment options from list of available funds. Eligible to enroll after six months of employment. Vesting in the City's contribution to retirement funds occurs as follows:

After 1 year of service	0%
2	20%
3	40%
4	60%
5	80%
6	100%

INSURANCE:

Benefit information provided here is subject to change, as premiums and employer/ employee contributions are reviewed annually. Insurance benefits are effective on the first day of the month following 30 days of employment. If dependents are not enrolled immediately, there are waiting periods for full benefits or additional premium requirements. (The exception would be a qualifying event – marriage, birth of a child, loss of employment by the spouse – but enrollment must occur within 30 days of the event)

Health Insurance:

(Through Blue Cross Blue Shield as of 1/1/17) At the present time the City of Wahoo pays all but 8% of monthly premium for health insurance for employee and 75% of premium for covered dependents. Two health insurance options are available: a PPO plan with \$2,000 individual deductible or a \$3,000 individual deductible HSA-qualified plan.

Dental Insurance:

(Currently through Principal) The City of Wahoo currently pays full premium for dental insurance for employee, and 75% of the premium for covered dependents.

Life Insurance:

A policy through Principal provides a \$20,000 benefit for employee, \$10,000 for spouse, \$5,000 for child. The City of Wahoo currently pays full premium for life insurance for employee and family.

Long Term Disability:

(Through Principal) The City of Wahoo pays premium for a long-term disability policy, with benefits effective after six months of continuous absence from work.

FLEXIBLE BENEFITS PLAN:

Employees who are enrolled in the PPO health plan may enroll in a flexible benefits plan, which allows pre-tax contribution of employee share of insurance premiums, and/or contributions to unreimbursed medical expense account. Contributions may also be made to a dependent care expense account. This is a "use it or lose it" account: if you do not use the amount set aside for medical or dependent care expenses for the plan year, it does not roll over to the next year and you do not get it back.

Employees enrolled in the HSA-qualified health plan may elect payroll contributions into their designated HSA bank account. At the present time the City of Wahoo provides a payment into the employee's HSA account.

BENEFITS CHOICES INFORMATION

Insurance coverage begins on the first of the month after 30 days of employment

HEALTH INSURANCE:

Blue Cross Blue Shield (plan options effective through November 30, 2018)

2 plans available, either a PPO plan with \$2,000 deductible (BlueFreedom Opt 31)

	<u>Total premium (monthly)</u>	<u>City pays</u>	<u>Employee pays</u>
PPO Single	\$ 755.70	\$ 695.24	\$ 60.46
PPO 2-party	\$1586.95	\$1318.68	\$268.27
PPO Emp/ch	\$1322.47	\$1120.32	\$202.15
PPO Family	\$2115.96	\$1715.43	\$400.53

or a high-deductible HSA-qualified plan with \$3,000 per person deductible (BlueFreedom HSA Opt 55)

	<u>Total premium (monthly)</u>	<u>City pays</u>	<u>Employee pays</u>
HSA Single	\$ 644.92	\$ 593.33	\$ 51.59
HSA 2-party	\$1354.33	\$1125.39	\$228.94
HSA Emp/ch	\$1128.61	\$ 956.10	\$172.51
HSA Family	\$1805.76	\$1463.96	\$341.80

Employees who select the high-deductible plan can request a payroll deduction to be deposited in their HSA bank account. The City will also contribute monthly to the HSA account.

Opt 31 info
Opt 55 info
Enrollment Form
COBRA info
Release of Information

DENTAL INSURANCE:

Principal (plan options effective through December 30, 2018)

	<u>Total premium (monthly)</u>	<u>City pays</u>	<u>Employee pays</u>
Single	\$ 34.46	\$ 34.46	\$ 0
2-party	\$ 65.59	\$ 57.81	\$ 7.78
Family	\$ 103.99	\$ 86.61	\$ 17.38

LONG TERM DISABILITY INSURANCE:

Principal:

City pays the entire premium

LIFE INSURANCE:

Principal:

\$20,000 life insurance policy on employee; \$10,000 policy on spouse, \$5,000 on child

City pays the entire premium.

Dental Booklet
Long Term Disability Booklet
Life Booklet
Enrollment Form
Cobra Form

RETIREMENT PLAN:

Eligible to participate in the Retirement plan after six months of employment.

Retirement Plan Booklet with forms

CAFETERIA PLAN—FLEX ACCOUNT:

First Concord Benefits Group

Participation in the cafeteria plan allows:

- Premiums for certain types of insurance to be taken through a pre-tax payroll deduction;
- Putting funds in a medical spending account for unreimbursed medical expenses (on a calendar year basis – expenses must occur during that calendar year);
- Putting funds in a dependent care spending account for child care expenses (on a calendar year basis)

If you do not participate in the cafeteria plan, insurance premiums are deducted after taxes.

Contributions to medical and dependent care spending accounts are optional.

Sec. 125 Enrollment Form
Info on qualified expenses

SUPPLEMENTAL INSURANCE POLICIES:

The City provides payroll deduction for employee premiums for American Family Life Insurance (AFLAC) and Colonial Life Insurance, for a variety of supplemental policies (accident, cancer, hospital, etc.), and Ameritas (VSP Vision Insurance). These are optional. If you would like to learn more, the office can get your contact information for agents for these companies.