



CITY OF JERSEY VILLAGE, TEXAS

16327 Lakeview Drive



Jersey Village, Texas 77040

JOB POSTING PARKS MAINTENANCE

EMPLOYMENT APPLICATION REQUIRED

POSITION: Parks Maintenance
DEPARTMENT: Parks

FLSA STATUS: FT, Nonexempt
DATE POSTED: 11/21/2017

JOB SUMMARY: Under immediate supervision, performs simple general manual labor maintenance tasks as a member of a crew. Duties may include but are not limited to: digging and filling holes, mowing grass, loading or unloading equipment and supplies, operation of small equipment. Performs routine building and grounds maintenance/janitorial work and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Assist in installation and maintenance of park and recreation facilities
- Mow grass, plant and care for trees, shrubs and flowers
- Clean, paint and build picnic tables and playground equipment
- Operate mowers, edgers, chain saws and other lawn maintenance equipment
- Cleans building and ground areas.
- Cleans machinery, and makes minor repairs to tools
- Assist Building Maintenance with cleaning and routine maintenance as needed two days per week or as required

PHYSICAL REQUIREMENTS: Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds of maintenance equipment. Crawls, kneels, squats, stoops, and twists for extended periods while supervision or inspecting work. Sits, stands, or walks for extended periods of time while supervising or writing reports. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings, or inclement weather. Some exposure to dust, odor, electrical, mechanical and toxic hazards, using proper safety precautions. Must be able to work outside in all types of weather.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE: Must possess a valid Texas Drivers License.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS: Ability to understand and follow oral and written instructions. Must be able to perform simple arithmetic functions.

SALARY INFORMATION: 29K- 39K DOQ

APPLICATION DEADLINE: This position is open until filled. Interested applicants must submit a “signed” employment application, (resumes are only accepted with a signed & completed employment application), to Human Resources. Scanned employment applications can be e-mailed to hr@ci.jersey-village.tx.us or faxed to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040.

Application available at www.jerseyvillage.info

EQUAL OPPORTUNITY EMPLOYER