

## **PARKS TECHNICIAN – JOB DESCRIPTION**

The Parks Technician will be responsible for overseeing all maintenance of parks, flowerbeds, and landscaping. The individual will work at Strousse Park, City Park, Kuehn/Triangle Park, Old Missouri Fire House, Werlin Park, Tennis Courts, “Pizza Park,” and Town Hall. Must be a self-starter and need minimal supervision.

The Parks Technician is hired by the Town Administrator and shall report to, and work under the general supervision of the Town Administrator. He/she will coordinate activities with the Public Works Department. The position shall be seasonal and begin in mid-May continuing through mid-September.

The Park Technician’s duties and responsibilities include, but are not limited to, the following:

### **Month of May:**

1. Inventory current supplies and equipment including hoses, sprinklers, mower, weed trimmers, spreaders, etc. Include any seed, fertilizer, weed killer, etc., found at Old Missouri.
2. Rake all parks of winter debris.
3. Fertilize all grassy areas of parks.
4. Spread weed killer in Werlin Park to control dandelion population.
5. Inspect mulch and rocks around trees for adjustment or additional mulch.
6. Water all parks and beds as necessary including planters at parks, hanging containers, and hanging baskets (6<sup>th</sup> and side streets). Be cognizant of water restrictions—check in with Town Administrator.
7. Weed all parks and clean hanging baskets of dead foliage.
8. Clean and weed eat along fences at Werlin Park and City Park.
9. Mow grass as needed.
10. Realign rocks along pathways in City Park.
11. Litter control at all parks and public areas.
12. Report any broken bleachers, fencing, lights, picnic tables, playground equipment, etc.
13. Submit weekly worksheets to the Town Administrator on tasks completed for the week and

needed supplies.

14. Other duties as assigned.

**Month of June:**

1. Water all parks and beds as necessary including planters at parks, hanging containers, and hanging baskets (6<sup>th</sup> and side streets). Be cognizant of water restrictions—check in with Town Administrator.
2. Weed all parks and clean hanging baskets of dead foliage.
3. Litter control at all parks and public areas.
4. Mowing operations at all parks.
5. Attendance of the Parks/Recreation Commission Meeting.
6. Report any broken bleachers, fencing, lights, picnic tables, playground equipment, etc.
7. Submit weekly worksheets to the Town Administrator on tasks completed for the week and needed supplies.
8. Install hanging baskets on 6<sup>th</sup> Street and along the Gateway.
9. Other duties as assigned.

**Month of July:**

1. Water all parks and beds as necessary including planters at parks, hanging containers, and hanging baskets (6<sup>th</sup> and side streets). Be cognizant of water restrictions—check in with Town Administrator.
2. Weed all parks and clean hanging baskets of dead foliage.
3. Litter control at all parks and public areas.
4. Mowing operations at all parks.
5. Attendance of the Parks/Recreation Commission Meeting.
6. Report any broken bleachers, fencing, lights, picnic tables, playground equipment, etc.
7. Submit weekly worksheets to the Town Administrator on tasks completed for the week and needed supplies.

8. Other duties as assigned.

**Month of August:**

1. Water all parks and beds as necessary including planters at parks, hanging containers, and hanging baskets (6<sup>th</sup> and side streets). Be cognizant of water restrictions—check in with Town Administrator.
2. Weed all parks and clean hanging baskets of dead foliage.
3. Litter control at all parks and public areas.
4. Mowing operations of all parks.
5. Attendance of the Parks/Recreation Commission Meeting.
6. Report any broken bleachers, fencing, lights, picnic tables, playground equipment, etc.
7. Submit weekly worksheets to the Town Administrator on tasks completed for the week and needed supplies.
8. Other duties as assigned.

**Month of September:**

1. Rake leaves in any and all parks as needed.
2. Water all parks and beds as necessary including planters at parks, hanging containers, and hanging baskets (6<sup>th</sup> and side streets). Be cognizant of water restrictions—check in with Town Administrator.
3. Weed all parks and clean hanging baskets of dead foliage.
5. Litter control at all parks and public areas.
6. Prepare and inspect the fountain and the gazebo at City Park for winter months.
7. Mow only if necessary.
8. Fertilize all grassy areas of parks.
9. Prepare hanging baskets or remove, in preparation for winter months.
10. Compile an inventory of any problem trees or shrubs, to be included in final report to the Town Administrator.

11. Compile any future recommendations in final report to the Town Administrator.
12. Report any broken bleachers, fencing, lights, picnic tables, playground equipment, etc.
13. Submit weekly worksheets to the Town Administrator on tasks completed for the week and needed supplies.
14. Submit final report to the Town Administrator.
15. Other duties as assigned.

**JOB QUALIFICATIONS:**

1. Must be a High School graduate or equivalent.
2. Must be 18 years or older.
3. Must have a valid Colorado Driver's License.
4. Position is subject to a background check.

**EXPERIENCE:**

- One year of park or landscaping experience is preferred.

**MATERIALS AND EQUIPMENT DIRECTLY USED:**

- Town vehicle, mowing equipment, weed trimmer, tree trimmer, pruning equipment, sprayers, and spreaders. Must be able to use radios, telephone and copy machine.

**PHYSICAL ABILITY:**

- Must be able to lift up to 50 pounds.
- Must be able to work with chemicals.
- Must have good hearing and sight.