

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2018- 214

POSITION TITLE	Parks Maintenance Senior Worker (744& 776)	SALARY RANGE:	12.741-22.849 (A17)
DEPARTMENT	Parks and Recreation	FLSA/UNION STATUS:	Non Exempt/Union
PERIOD TO APPLY:	1/25/2018-2/7/2018	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Chris Ortiz	LOCATION:	Parks

GENERAL PURPOSE

Perform skilled work in the area of assignment.

SUPERVISION RECEIVED

Works under the general guidance and direction of Parks supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs park and ballpark improvements and maintenance including construction of parks and buildings, grounds, repair of existing structures and landscaping and landscaping maintenance.

Operates and maintains irrigation systems. May operate backhoes, dump trucks, tractors, turf machinery, water truck, loaders, trenchers, welding equipment, other heavy equipment and a variety of hand and power tools and light equipment.

May substitute as a Parks Supervisor in his/her absence; directs repair/reconstruction work and servicing of recreation facilities. Prepares daily work orders; performs record keeping duties regarding payroll and leave; coordinates and assigns/passes down daily work.

Performs heavy ground care tasks which may include weed control, application of insecticides, pesticides, herbicides, chemical fertilizers, sweeping, and snow removal.

Estimates materials needed and obtains quotes.

Services concessions/restrooms, of parks and shop areas, bus stops, buildings, recreational facilities and grounds. Installs/replaces equipment; loads and unloads materials and equipment.

Inspects vehicles daily and obtains needed repairs as necessary.

Participates in special projects and events; may perform graffiti removal; may train appropriate personnel.

Performs arterial (road side) and median maintenance.

Investigates citizen complaints regarding City wide maintenance issues.

Performs Integrated Pest Management (IPM) control as necessary.

And other duties as may be required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma; **and**

Three (3) years experience in irrigation and sprinkler repair, grounds and ballpark maintenance, general grounds keeping maintenance, general golf course maintenance, construction, or carpentry, one (1) year of which must have been as a Maintenance Worker in the area of assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of the operation and maintenance of hand tools and equipment; of basic arithmetic; of supervisory techniques, of landscaping, ballparks, and of turf maintenance.

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Considerable skill in effective communication and interpersonal relations, of safe and effective operating principles, methods and maintenance of light and heavy equipment, in reading and writing English.

Ability to operate appropriate tools, equipment and/or vehicles.

SPECIAL QUALIFICATIONS:

Must possess a valid driver's license and obtain a City of Santa Fe driving permit. Integrated Pest Management Certification may be required. JMS-6 (Plumber's License) may be required; may require an Herbicide/Pesticide certification. Must have a telephone in the residence or be available by an equally effective means of communication as approved by the supervisor.

WORK ENVIRONMENT:

Work is performed outdoors under inclement weather conditions and at any time of the day or night. This position is routinely exposed to loud noise, vibration, fumes, odors, dust, infectious agents (germs, viruses, bacteria) and is subject to minor injuries such as scrapes, cuts, bruises, insect or animal bites, and needle sticks from used syringes. This position requires the ability to lift and/or carry 100 pounds and to perform strenuous work involving bending, twisting, reaching, lifting, climbing, squatting and rapid movement. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. The ability to hear and speak is required. Overtime, weekend, holiday, night and shift work may be required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***