

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 # 2019-PR5

POSITION TITLE	Parks Seasonal Maintenance Worker (8 Positions)	SALARY RANGE:	\$11.40
DEPARTMENT	Parks and Recreation	FLSA/UNION STATUS:	Non-Exempt/Nonunion
PERIOD TO APPLY:	Open Until Filled (NO LATER THAN 5:00 P.M.)	POSITION STATUS:	Temporary/Full-Time
SUPERVISOR:	Gary Varela	LOCATION:	Parks

GENERAL PURPOSE:

Perform unskilled and semi-skilled work.

SUPERVISION RECEIVED:

Works under the general guidance and direction of Parks Supervisor.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS: (Position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Assists with grounds and landscaping maintenance, athletic field improvements and maintenance, including construction of buildings and repairs to existing structures.

Operates a variety of hand and power tools, and light equipment, such as push mowers, riding mowers, weed eaters, chain saws, blowers, and hedgers.

Picks up and disposes of litter; empties trash cans; loads and unloads trash and other debris; may clear underbrush in City parks and property; may perform graffiti removal.

May repair breaks in water lines, sprinkler lines and sprinkler heads, and assist with irrigation line installations.

Performs daily safety checks on equipment; cleans and maintains tools and equipment; reports mechanical or other defects to supervisor; reports any safety hazards or maintenance problems to immediate supervisor.

Other duties as may be required.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school education or equivalent

AND

(1) year of experience in grounds/landscaping maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of the operation and maintenance of hand tools and equipment, and basic arithmetic.

Considerable skill in effective communication and interpersonal relationships.

Ability to learn functions, safe and effective operating principles, methods and maintenance of light and heavy equipment; understand verbal and/or written directions; read and write; operate appropriate tools, equipment and/or vehicles.

City of Santa Fe, New Mexico

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

www.santafenm.gov



SPECIAL QUALIFICATIONS:

Must possess a valid driver's license with no restrictions, and obtain a City of Santa Fe driving permit upon hire. Must have a telephone in the residence or be available by another 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. This position requires the ability to lift and/or move, lift and carry 100 pounds and 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. 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.**