

**CITY OF RINGGOLD, GEORGIA
JOB DESCRIPTION
PARKS AND RECREATION DEPARTMENT**

JOB TITLE: Parks and Recreation Landscaper

REPORTS TO: City Manager

GENERAL STATEMENT OF JOB:

Performs work in the general cleaning, maintenance and upkeep of the City's buildings and grounds.

ESSENTIAL JOB FUNCTIONS

- Performs custodial duties which include cleaning park grounds, ball fields, rest rooms, kitchen areas, vacuum carpets, scrub and wax floors, dusts, wash windows and performs other miscellaneous custodial duties associated with maintaining clean buildings and facilities
- Empties trash containers, sweeps parking lots, and exterior walkways
- Maintains inventory of all supplies required to perform the duties of the position
- Repairs, installs, and/or assembles small appliances and equipment as required
- May run a variety of miscellaneous errands including pick-up and delivery of supplies, equipment, and other associated maintenance items
- Maintains multiple facilities to include marking, fencing, cutting, and various other maintenance of parks
- Performs various duties in landscaping to include but not limited to plants, trims, rakes, digs, edging and removal of weeds
- Prepare park facilities for special events; sets up chairs, tables, booths, stages, and tents
- Performs construction type work; painting, repairing, or other duties associated with building maintenance
- Maintains power tools and equipment, checks oil, cleans air filters, mixes fuel, replaces spark plugs, and changes weed eater heads
- Operates motorized equipment to include riding mowers, tractors, grooming machines, turf tricksters, pick-up trucks with or without a trailer, and other associated equipment
- Performs other related duties as assigned
- Performs traffic control setup for work sites
- Responds to after hour emergencies as required.
- Performs curb and street sweeping after hours as required
- Work with and around the general public in a professional manner.

MATERIAL AND EQUIPMENT USED:

Small Hand Tools, General Cleaning Supplies, Ground Maintenance Equipment, Repair Equipment, Installation Equipment, Building Maintenance Equipment, Vehicle with or without a trailer.

MINIMUM QUALIFICATION REQUIRED:

- **Education and Experience:** No prior experience or training is required; or any combination of education, training, and experience, which provides the knowledge, skills, and abilities, required to perform the essential functions of the job.
- **License and Certifications:** Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

- **Knowledge of:** Cleaning techniques, equipment, and compounds and their proper uses; safe operating procedures for motorized equipment and tools; basic repair and maintenance for general equipment used in building and grounds maintenance.
- **Skill in:** Safety operating machines; and maintaining equipment
- **Mental and Physical Abilities to:** Read and comprehend simple instructions, short correspondences and memos; apply general understanding to carry out simple one or two step instructions; while performing the essential functions of this job the employee is regularly required to stand, walk, use hands, able to reach with hands and arms, climb or balance, stoop, kneel, or crawl, and lift and/or move up to 75 pounds.
- **Working Conditions:** While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, and toxic or caustic chemicals; the working conditions are typically moderately quiet; however, working conditions may become loud, at times. The employee must be able to work in inclement weather and will be used in other public work departments as needed.

MAJOR JOB DUTIES:

- **CITY HALL –**
Each day start by going to City Hall and verify that a trustee will be on duty to clean City Hall.
If not, follow the Daily Cleaning List.
 - Empty all trashcans and replace garbage can liners – including outside receptacles.
 - Remove all garbage from inside of the building and carry it to the street and place inside one of the 95 gallon City Garbage Cans.
 - Remove all clean dishes in the dishwasher and place in appropriate kitchen and/or Administrative Office Break room.
 - Remove dirty dishes from Administrative Office Break room and place in dishwasher. Load all dirty dishes in kitchen into the dishwasher and insert appropriate dishwashing detergent and run dishwasher.
 - Replenish bathroom supplies, including soap, paper towels and toilet tissue.
 - Use toilet bowl cleaner and toilet bowl brush and clean all toilets upstairs and down also the toilet in the Administrative Suite.
 - Use 409 cleaner or similar and spray down the outside of the toilet and wipe down with paper towels. Include toilet lid top and bottom.
 - Use 409 cleaner or similar and clean all sinks and counter tops.
 - Use Windex and clean all mirrors in bathrooms.

- Dusts mop all marble floors.
- Mop bathroom floors.
- Sweep off any noticeable debris on outside steps or sidewalks

Do As needed list for City Hall:

- Vacuum all carpet areas.
 - Mop all marble floors
 - Clean all windows with Windex
 - Replace light bulbs
 - Wipe down baseboards and doors with 409 cleaner
- **CITY–**
 - Change street lights (bulbs located at shop in room to right of bathroom)
 - Check parking lots and sidewalks for weeds and trash
 - Spray weed killer and pick up trash as needed
 - Water flowers on sidewalks at least once a week (particularly from Price drug store to GA Power)
- **DEPOT –**
 - Keep all areas weeded
 - Weed eat behind building once a week
 - Pick up and remove all trash and debris
 - Change garbage bags when needed
 - Weekly: mow, weed eat and fertilize grass (do not place blades any lower than 4 on riding mower)
 - Spray grass and weed killer as needed (use gray 5 gallon backpack for Round Up only)
 - Kill fire ants with fire ant killer
 - Keep bushes and trees pruned as needed
 - Clean curbs, sidewalks and pavement areas
 - Plant flowers and shrubs as needed
 - Add mulch to areas as needed (mulch/pine straw located under 1st pole barn)
 - Police the area daily to pick up any trash and make sure everything is in its place
- **CITIZEN'S PARK –**
 - Fertilize and weed eat lawn
 - Use weed/grass killer when needed (use gray 5 gallon backpack for Round Up only)
 - Water flowers
 - Keep an eye on the monkey grass
 - Clean fountain
 - Plant flowers during the different seasons
 - Pull weeds from flower beds and shrubs
 - Keep trash and debris picked up
 - Keep trash cans empty and change bags when needed
 - Prune trees and bushes as needed

- Sweep up dirt and debris on sidewalk and curb
- Apply pine straw as needed (mulch/pine straw located under 1st pole barn)
- **CREEKWALK –**
 - Check cleanliness weekly
 - Change garbage bags when needed
 - Mow grass, weed eat, pick up trash - weekly
- **CHILDREN'S PARK –**
 - Pick up all garbage and clean facilities daily
 - Mow grass weekly, weed eat, keep all areas weeded
 - Check playground equipment once a month; replace mulch as needed
- **UNDERPASS –**
 - Keep all areas weeded
 - Pick up and remove all trash and debris
 - Add mulch to areas as needed
 - Prune trees and bushes as needed
 - Pull weeds from flower beds and shrubs
 - Weekly mow, fertilize and weed eat lawn
- **MEDIANS – (2A, 151) Bi-Weekly**
 - Mow grass and weed eat – pickup all trash before mowing – HAVE SOMEONE FOLLOW YOU WITH A PICKUP AND FLASHING LIGHTS
 - Keep all trees and bushes pruned.
 - Add mulch to areas as needed
 - Pull weeds from flower beds and shrubs
- **SIDEWALKS – (Inman, Holcomb, Emberson, Sparks, Guyler, Cleveland, Lafayette and Alleys)**
 - Sidewalk planters keep seasonal plants in them
 - Water planters
 - Keep planters weeded
 - Fertilize planters and keep good dirt in them
 - Keep grass out of tree planters in sidewalk use round up
 - Mow grass, weed eat and pick up trash weekly
- **RIGHT-OF-WAYS - Ingles, Watson Circle, 151 Bridge, 41 Bridge, Clark Circle, Boynton Drive, Robin Drive, Robin Road, Evitt Triangle, RR Crossing**
 - Weekly mow, weed eat, pick up trash
 - Spray weed killer as needed

- **PARKING LOTS** - Depot, Dot lot, Mountain Street, Tennessee Street
 - Weekly mow, weed eat, pick up trash
 - Spray weed killer as needed
 - Add gravel as needed

- **PARKS** - Confederate Park, Clark Park, Children's Park, Nature Trail, Creek Walk, Ballfields, Pool, Doc Steve's Place, Train Viewing Platform
 - Weekly mow, weed eat, pick up trash
 - Bush hog as needed
 - Add mulch as needed
 - Trim shrubs, trees
 - Clean all parking lots
 - Add gravel as needed
 - Clean facilities
 - Fill in holes

- **CEMETERY** - Sparks Street, Lafayette Street
 - Weekly mow, weed eat, pick up trash
 - Trim shrubs, trees
 - Spray weed killer as needed
 - Fill in holes

- **CITY FACILITIES** - City Hall, Depot, Old City Hall, Public Works, Patriot Hall, Benton Coal, Water Plant, DDA House
 - Weekly mow, weed eat, pick up trash
 - Weed killer as needed
 - Fix fences as needed
 - Trim shrubs, trees
 - Pull weeds

- **WATER TOWERS/PUMP STATIONS** - Peters Lane, Clearview Drive, Poplar Springs, Sewer Plant, Meadows, Catoosa
 - Bi-Weekly mow, weed eat, pick up trash
 - Weed killer as needed
 - Fix fences as needed
 - Trim shrubs, trees

*All places listed above – **REPORT ANY DAMAGE TO SUPERVISOR***

Complete all duties in a timely and professional manner and accept any other duties as assigned.