



City of McPherson Job Description

Job Title:	Park Maintenance Worker	Job Number:	PUBLAND-023
Department:	Public Lands & Facilities	Job Grade:	12
Reports To:	Park Supervisor	FLSA Status:	Non-exempt

Job Summary

Responsible for assisting with the maintenance of city parks and facilities, performs mowing duties and maintains department equipment for the City of McPherson.

Supervisory / Management Responsibilities

If yes, this position supervises employees, makes employment-related decisions and/or recommendations, and formally evaluates performance.

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Yes

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No

Supervisory / Management Competencies

- **People Management:** Defines roles, motivates team, delegates effectively, enforces standards, and leads by example.
- **Operations Management:** Aligns operations with organizational goals, ensures efficient processes, and makes informed decisions.
- **Strategic Leadership:** Sets direction in alignment with goals, communicates vision, and fosters buy-in and execution.

Job Competencies and Essential Job Functions

Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule, shift assignments, and work location may be changed at any time, as required by business necessity.

- Performs repairs and maintenance to park buildings and shelters
- Manages, cleans and maintains the city's greenhouse
- Designs, creates the layout, and maintains care of the city's flowerbeds and shrubs
- Applies chemicals, including insecticides, growth regulators, and fertilizers to plants
- Purchases department supplies and maintains inventory
- Assumes responsibility for the repair and maintenance of playground equipment and picnic tables
- Paints, washes, waxes, and moves picnic tables ~~or park benches~~
- Maintains the department vehicles and equipment
- Performs landscaping, tree trimming, mowing duties and irrigation repairs
- Repairs and maintains the city fencing, including split rail and chain link
- Operates department equipment, including trucks, mowers, and hand tools
- Performs tree removal from city grounds and snow removal from city sidewalks and other areas as assigned

- Maintains department trucks, tractors, pumps and small engines
- Assists with the removal of dead animals from the parks and mosquito control
- Plants, maintains and removes plant material from beds through-out the city
- Enforces compliance with federal, state, and local regulations
- Performs other duties as assigned
- Complies with all organizational and departmental policies
- Operates required equipment/tools
- Maintains confidentiality of sensitive information (oral, written, or electronic)
- Consistent and reliable attendance is required; employees must report to work regularly, on time, and in accordance with their assigned schedule

Position Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience requirements:

- High school diploma or equivalent
- Continuing education in related field
- One year of similar or related experience

Licenses / Certifications:

- Valid state driver's license and maintain a good driving record
- Aquatic Facility Operator (AFO), Certified Playground Safety Inspector (CPSI), Pesticide Applicator Certifications (1D, 2, 3A, 3B, 3C, 5, 9A) or ability to obtain within one year of hire

Knowledge, Skills, and Abilities:

- Thorough knowledge of maintenance and repair techniques
- Ability to maintain city flowers and shrubs
- Thorough knowledge of horticulture, plant and shrub maintenance, fertilizer and pesticide applications
- Strong time management and prioritization
- Independent work capability
- Quick decision-making and sound judgment
- Project and priority management
- Strong communication and problem-solving skills
- Proficiency in math, spelling, computer use, and calculators
- Professional and courteous demeanor
- High attention to detail

Work Environment and Physical Demands

The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outdoor/Physical Positions – Work Environment and Physical Demands:

Outdoor/physical positions typically involve working in a variety of environments such as construction sites, maintenance areas, roadways, or other field settings. Conditions can vary widely depending on weather, terrain, and the nature of the work being performed. Individuals in these roles are often exposed to loud noises, heavy machinery, dust, and other environmental factors, requiring the use of appropriate personal protective equipment (PPE). The physical demands are significant and may include frequent lifting (up to 50 pounds or more), bending, climbing, standing for long periods, and operating tools or equipment. These roles require stamina, coordination, and awareness of safety procedures to perform tasks effectively and safely.

Access to Confidential Information

- | | |
|--|---|
| <input type="checkbox"/> Employee Information | <input type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input type="checkbox"/> Professional Information |
| <input type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Level of Personal Contact

- ☒ Within the immediate organization and in related or support units; and/or with members of the public in very highly structured situations
- ☐ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☐ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different.
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgment

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that

my employment is “at will” and can be terminated, with or without cause or notice, at any time by The Organization or myself.

Revision History

Rev. #	Author	Date	Description of Revision
00	Hayley Howe-TAG	05/01/2025	Initial format from JD & job analysis