



CITY OF ELY

501 Mill Street Ely, Nevada 89301

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www.Cityofelynv.gov

Park/Cemetery Service Worker I

FLSA Status: Non -exempt
Safety Sensitive: Yes

Created: 03/23/22
Revised: 04/11/24

DEFINITION: Under direct supervision of Parks/Cemetery lead person. They will perform routine unskilled and semi-skilled work in general maintenance and care taking of grounds, buildings, and other City Facilities. Work assignment will vary depending upon season.

DISTINGUISHING CHARACTERISTICS: This class is the entry level position in the Park/Cemetery Service Worker series. Incumbents learn and perform a variety of duties in the care and maintenance of plants, shrubs, and lawns, and clean and maintain park/cemetery landscaped areas. Responsibilities also include the routine maintenance of facilities and equipment associated with work usage.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

Assigned job tasks/duties are not limited to the essential functions.

- Mows, trims, edges, fertilizes, and waters parks and other landscaped areas.
- Waters, fertilizes, and cultivates lawns, shrubs, flowers, and trees.
- Cleans grounds and streets and performs necessary manual tasks to eliminate hazards and preserve the beauty of the City and public property.
- Prepare City facility for various meetings, shows, contests, and athletic events.
- Assist with funerals.
- Assist in installing and maintaining sprinkler systems; digging trenches; moving furniture; assist in laying concrete and asphalt; assist in loading and unloading trucks of dirt, construction materials and supplies.
- Clean and perform minor maintenance on equipment and vehicles.
- Operate motor equipment and a variety of hand and power tools.
- Corrects and reports safety hazards.

QUALIFICATIONS FOR EMPLOYMENT:

The City of Ely is an equal opportunity provider and employer.

- Must possess a valid class “C” driver’s license.

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- The use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Basic techniques for maintaining landscaped areas; and
- Basic painting, plumbing, concrete, and carpentry methods, tools, and techniques.
- Knowledge of and ability to identify unacceptable and/or hazardous waste.

Skill to:

- Safely use and maintain hand and power tools related to the work; and
- Prepare basic records and reports of work performed.

Ability to:

- Make accurate arithmetic calculations;
- Understand and follow oral and written directions;
- Work without close supervision in standard work situations; and
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.

Experience and Training

Duties require knowledge of Parks/ Cemetery maintenance. Small engine maintenance Experience with the utilization of earth moving equipment including Riding lawn mowers, Backhoes, Mini Excavators, Bobcats, Dump trucks. Knowledge with handheld equipment including Lawn mowers, weed eaters, chainsaws, and hand tools.

- Training will be provided but experience operating equipment is preferred.
- This description lists examples of duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related tasks other than those contained in this document and may be required to have specific job-related knowledge and skills.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and mobility to work in a typical park maintenance setting, including operating hand and power tools. Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces. Strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone and may be done in isolated geographic areas.

Signature: _____ Date: _____