



# General Maintenance Worker II

Salary Range, Level II: \$12.79 - \$19.18/hr

Deadline for Applications: May 8, 2017

Plus Benefit Package

## The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2010 U.S. Census, the population of the Town of Payson was 15,301. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

## The Department

The Parks Operations Division became part of the Public Works Department in July, 2009. This division is responsible for providing quality development and upkeep of the Town's park system consisting of over 150 acres of parkland. Some basic functions of this division include: turf and arbor care, building and grounds maintenance, development, repair and beautification, swimming pool operations, and general facility maintenance. This division maintains Deming Pioneer Park, Green Valley Park, Mustang Park, and Rumsey Park.

## The Position

A General Maintenance Worker II performs a full range of duties as assigned including skilled servicing, repair, maintenance and/or alteration of Town owned facilities and grounds. An employee at this level receives only occasional instruction or assistance as new or unusual situations arise, and is fully aware of the operating procedures and policies of the work unit.

## The Ideal Candidate

### Minimum Qualifications

Graduation from high school or GED equivalent, experience in repair and maintenance work, or any equivalent combination of education and experience that provides the required skills and abilities for the position.

### Requirements

- Possession of, or the ability to obtain a CDL within 6 months from the date of appointment
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance
- Working knowledge of equipment and supplies used to do minor repairs
- Working knowledge of first aid and applicable safety precautions
- Skill in the operation of listed tools and equipment: pickup truck, lawn and landscaping equipment, miscellaneous hand and power tools for general maintenance, and janitorial equipment

**\*\*PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS AND REQUIREMENTS\*\***

## Benefits

**Paid Time Off:** Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid-time-off for the first 2 years. Accruals increase with years of service.

**Holidays:** Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

**Personal Days:** Management positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

**Health Insurance:** Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

**Retirement:** Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

## Application Procedure

**Filing Information:** This recruitment will close at **4:00 p.m. MST** on the deadline date. Please submit a completed Town of Payson employment application. We require either a Town of Payson employment application or a current resume, but we prefer to receive both documents. Faxed applications and/or resumes will be received at (928) 474-1151. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

**Candidate Selection:** Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information in the application. The Town of Payson will NOT accept any additions, corrections or revisions to a candidate's application or supplemental documentation after the deadline for accepting applications has passed.

You will be contacted if you are selected for an interview. You will also be contacted by postal mail if you are not selected to participate in the testing and interview process. We are not able to respond to follow-up e-mails or phone calls.

**General Comments:** The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson  
Job Description

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Position Title: **General Maintenance Worker II**

FLSA Classification: **Non-Exempt**

Pay Grade: **37**

Department: Parks – Public Works

Reports To: Parks Supervisor

Approved By:

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The fundamental reason this classification exists is to provide skilled maintenance and repair work to park facilities, athletic fields and other park program areas. This is the full journey level class within the General Maintenance Worker series.

**GENERAL PURPOSE**

In this class, performance is for the full range of duties as assigned including skilled servicing, repair, maintenance and/or alteration of Town owned facilities and grounds. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This is the second of six classifications.

**SUPERVISION EXERCISED**

May supervise General Maintenance Worker I, and supervise community service workers or temporary employees as required and assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Repairs and rebuilds water sprinklers, valves, garden hose couplings, ditches and pumps, and comparable equipment;
- Operates and repairs low voltage electrical components used in complex automatic sprinkler systems;
- Installs, maintains and repairs plumbing systems, swimming pool filter systems, chlorine gas equipment, and mechanical chemical feeding systems;
- Performs minor troubleshooting and repair in electrical components such as pumps and sprinkler control units up to 115V;
- Operates power driven equipment such as a lawn mower, vacuum sweeper, buffer, backhoe, trencher, or other similarly sized equipment;
- Works with cleaning fluids, chemicals, paints, cleaning agents or similar solutions using only normal protective equipment;
- Operates, programs and maintains computerized irrigation systems;
- Assists in the training and/or supervision of lower level employees or community service workers;
- Serves as lead worker to mow and maintain park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads;
- Drags ball fields; lines fields for games;
- Assists in the maintenance of the municipal swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards;
- Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms;
- Sweeps, washes, paints, and repairs or replaces park tables and slabs;
- Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work;

- Performs routine maintenance on lawn and power equipment;
- Plants lawns, trees, shrubs, and flowers;
- Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control on parks and open spaces;
- Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems;
- Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed;
- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions;
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises;
- Opens and closes, locks and unlocks facilities as needed.
- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use;
- Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis, and basketball;
- Assists in the construction of new park facilities, including clearing, grading, drainage, and foundation work;
- Keep records of work completed;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

### **PERIPHERAL DUTIES**

- Performs other duties, which may be assigned from time to time.

### **MINIMUM QUALIFICATIONS**

Must be willing to accept on call assignments, on a rotating basis. Will be subject to call out at any time in the case of an emergency.

#### **Education and Experience:**

- Graduation from high school or GED equivalent, and
- Two (2) years experience in repair and maintenance work
- Any equivalent combination of relevant education and experience.

#### **Certifications & Licenses:**

- Must possess a commercial Drivers License (CDL) or the ability to obtain a CDL within 6 months from the date of appointment. Must be able to pass the medical examination for a CDL as a condition of appointment, as well as pass drug and alcohol screenings as dictated by the Department of Transportation.

#### **Knowledge, Skills and Abilities:**

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance.
- Working knowledge of equipment and supplies used to do minor repairs.
- Working knowledge of first aid and applicable safety precautions.
- Skill in the operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.

- Ability to understand, follow, and transmit written and oral instructions.
- Ability to establish effective working relationship with employees, supervisors and the public.
- Communicate effectively and cooperatively with other employees and the public.

Additional Requirements:

- Some positions may require the use of personal of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

**TOOLS AND EQUIPMENT USED**

Pickup truck; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc., janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

**PHYSICAL DEMANDS**

The Physical demands described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

While performing the duties of this job, the employee is regularly required to reach with his hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, couch, or crawl; talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is sometimes loud.

**MENTAL ACTIVITIES**

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date