City of Council Bluffs
Job Description

Park Maintenance Worker III

Department: Parks & Recreation
Supervisor: Parks & Recreation Supervisor
Location: Park Maintenance Building and/or Recreation Complex
FLSA Status: Non-exempt
Prepared By: Natalie Bouchama, Talent Acquisition Coordinator
Prepared Date: May 2025
Union: AFSCME
Pay Grade: 19 ($52,981.43 - $65,662.64)

Summary: This position involves skilled maintenance and repair work in the care and upkeep of City parks and outdoor recreational facilities. It requires a solid understanding of grounds maintenance practices, as well as the ability to perform a variety of construction and repair tasks with minimal supervision. Employees in this classification may be assigned to one of three areas: Park Maintenance, Recreation Complex Maintenance, or Horticulture & Grounds Maintenance. Regardless of assignment, all employees are responsible for general maintenance duties across park facilities.

The work includes performing outdoor construction, maintenance, and repair projects, often involving the use of tools, equipment, and materials necessary for upkeep and improvements. Employees are responsible for ordering supplies, coordinating tasks with other departments, and ensuring that work is completed efficiently and safely. This role may involve working independently or leading a team of seasonal staff. It is common for employees in this position to be assigned specific parks or geographic areas within the City.

This is a physically active, outdoor role that requires work in a variety of weather conditions. The standard work schedule for this position is Wednesday through Sunday, from 7:00 AM to 3:00 PM.

Essential Duties and Responsibilities:

- Perform a range of park maintenance and light construction activities within designated parks or assigned areas.
- Work independently and demonstrate initiative in completing tasks without direct supervision.
- Operate power equipment including mowers, edgers, clippers, hedgers, and other landscaping tools.
- Collect, rake, and load grass and brush; mow lawns and clean park grounds.
- Plant, water, and assist in the care of shrubs, flowers, and grass.
- Empty trash receptacles and power wash site furnishings.
- Perform snow removal tasks as needed.
- Conduct outdoor maintenance such as repairing trails, sidewalks, and park facilities or assets.
- Estimate materials needed for projects and assist in ordering supplies.
- Maintain reports of daily activities.
- Paint park buildings and equipment.
- Make repairs and adjustments to playground equipment.

- Perform heavy manual labor including loading supplies and digging post holes.
- Plant and care for trees and shrubs.
- Spray, fertilize, and prune trees and shrubs.
- Weed, cultivate, plant, irrigate, and fertilize lawns and flower beds.
- Prune and trim hedges, bushes, and other shrubbery.
- Complete minor irrigation repairs.
- Install site furnishings.

Supervisor Responsibility:

Under the general supervision of the Park Maintenance Supervisor, the position performs outside construction and maintenance of City park facilities. Employees in this classification perform skilled construction and repair work. The position is responsible for ordering materials, performing outdoor construction or repairs, and coordinating with other departments or activities. Related work is performed as directed. The employee will typically work alone or lead a team of seasonal workers.

Qualifications:

To perform this job successfully, an individual must be able to demonstrate the necessary work history and capability to satisfactorily complete the essential duties and responsibilities. The requirements listed represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/ or Experience:

- High school diploma or general education degree (GED)
- Associate's in related area of study, preferred
- Five (5) to seven (7) years of related experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Valid Driver's License
- Must obtain a Pesticide Applicator's License with the Turf and Ornamental Category and Right-of-Way Category issued by the State of Iowa within one-year of hire
- Pool Operators License within one year of hire

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.
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Other Skills and Abilities:

- Good knowledge of methods, practices, tools, and equipment used in park maintenance and construction programs
- Skill in repairing equipment, buildings, and grounds
- Ability to supervise a small crew of laborers

- Ability to operate all equipment safely and in accordance with the equipment manual and City Safety Policy
- Ability to understand and follow simple oral and written directions
- Ability to develop and maintain good public relations