

Parks Recreation Maintenance I

The City of Huron has issued a Civil Service Call to fill an opening for

Maintenance I positions available for the City Parks and Recreation Department

- **Duties Include:** Under supervision, responsible for performing manual and semi-skilled tasks in the operation and maintenance of equipment and City facilities. Work varies, requiring individual judgment within prescribed standards and procedures.
- **Compensation:** \$ 17.73
- **Benefits:** health insurance, life insurance, retirement plan, paid holidays, paid vacation & sick leave.
- **Education/Experience:** one (1) year of demonstrated work experience in grounds maintenance preferred. Must possess a valid South Dakota CDL Class B.
- **Must reside within 5 miles of City Limits**
- **Application Packets Available:**
 - Online: www.huronsd.com, select "City of Huron" tab, then "City Employment"
 - City Finance Department, 239 Wisconsin Ave SW, 353-8505
 - S. D. Dept of Labor – Huron Office, 1000 18th St SW Suite 5, 353-7155

Deadline: Open Until Filled

City of Huron Job Description

JOB TITLE: Maintenance I, II, & III
DEPARTMENT: Parks, Recreation & Forestry
ACCOUNTABLE TO: Foreman / Parks, Recreation & Forestry Director

PRIMARY OBJECTIVE OF POSITION: Under supervision, responsible for performing manual and semi skilled tasks in the operation and maintenance of equipment and facilities related to Parks, Recreation, & Forestry work. Work varies, requiring individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS: Work is frequently performed in undesirable physical conditions of pollution, heat, cold, dampness, and a high noise level; duties involve physical work requiring lifting, frequently involving weights of up to 75#'s (greater with assistance), sitting, crawling, bending, stooping, crouching, kneeling, and climbing; may be exposed to hazards, pesticides, and chemicals; must possess, or have the ability to obtain, a (G,4,9) Pesticide Applicator's License. Maintenance I, II must possess a valid South Dakota CDL Class B License. Maintenance III must possess a valid CDL Class A with N Endorsement.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- **Maintenance I** - Performs duties at the Ice Arena in monitoring compressors and the temperature of the ice, operates the Zamboni, and performs cleaning and custodial duties; basic operations of equipment including dump truck, tractor, loader, bobcat, field equipment, chipper, stump grinder, welder, etc. and hand tools as assigned, including chain saws, weed trimmers, mowers, bench grinders, etc.; assists in the physical labor tasks of maintenance or repairs of buildings and grounds, cut lawns, trims, edges around walks, fences, gates, walls, and walks; assists in snow removal operations; cleans grounds, and removes litter; assists with the pesticide program, and handles hazardous materials according to state and federal regulations and standards; installs irrigation equipment and maintains the equipment and reports any problems. checks tires, oil, lubricant, water, air filters, lights, fuel, and makes minor repairs to equipment operated; performs landscaping, shovels, loads and hauls soil, fencing, painting, pruning shrubs and trees, spray lawns, shrubs, and trees, rakes and bags ~~or burns~~ leaves, plants or removes trees, and maintains athletic fields.
- **Maintenance II** - in addition to performing the tasks of Maintenance I, frequently operates light, medium and heavy equipment to a moderate level of proficiency. Assists with on-the-job training of Maintenance I position. Has significant knowledge of park, recreation and forestry and the correct procedures for repairing and maintaining parks and City facilities; operates and maintains equipment as assigned.
- **Maintenance III** – In addition to the duties of Maintenance I and II, normally operates light, medium and heavy equipment to a high level of proficiency. Assists with on-the-job training of Maintenance I and II. Has thorough knowledge of all park, recreation and forestry procedures for installing, repairing and maintaining all parks and City facilities.

JOB TITLE: Park Maintenance I, II & III (continued)

- **All Maintenance** - attends training, workshops, and seminars as appropriate; work schedule hours and days may vary; supervises the ice arena enforcing policies during work shift as assigned; may perform work in other departments as needed; and performs other duties as assigned. Prepares daily log of own activities; contact with others is incidental to the performance of duties requiring common courtesy and relaying of information; work performed requires care and use of proper safety equipment and following established safety procedures to prevent injury. May serve as lead worker for a crew.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: All Maintenance may supervise seasonal or part time employees.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENT: Graduation from High School or GED Certificate. All Maintenance must possess a valid (G,4,9) Pesticide Applicator's License and maintain such license during employment. **Maintenance I** - one (1) year of demonstrated work experience in grounds maintenance preferred. Must possess a valid South Dakota CDL Class B. **Maintenance II** – two (2) years work experience in grounds maintenance. Must possess a valid South Dakota CDL Class B. **Maintenance III** –Four (4) years work experience in grounds maintenance and mechanics. Must possess a valid South Dakota CDL Class A with N Endorsement.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Performs manual work in the operation, repair and maintenance of parks lands and facilities;

Operates equipment of the Department as may be assigned;

Performs routine construction, maintenance, and repairs of buildings;

May handle hazardous materials in spraying with herbicides and insecticides in conformance with state and federal regulations and standards;

Follows all applicable safety procedures, uses proper safety equipment, and operates assigned equipment in a safe manner;

May perform work in other departments as needed and perform such other duties as may be assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

CITY OF HURON BENEFIT SUMMARY

as of 1/1/2020

This is an AFSCME eligible position and there is a 1040 hour probationary period.

Sick Leave:

- Employees accrues 3.7 hours per pay period of sick leave.
- Maximum accrual of sick leave is 600 hours.
- Sick leave accrues during the first six (6) months but is not usable until employee completes 1040 regular work hours.

Vacation Time:

- a. Group 1 - 0 – 6 years, shall be credited with 3.08 hours vacation per pay period, eighty (80) hours.
- b. Group 2 – After seven (7) years of continuous service, shall be credited with 4.62 hours vacation per pay period, one hundred twenty (120) hours.
- c. Group 3 – After fifteen (15) years of continuous service, shall be credited with 6.16 hours vacation per pay period, one hundred sixty (160) hours.
- d. All vacation accrues during the employee's first 6 months and is usable immediately following 1040 regular work hours.
- e. Maximum accrual is 200 hours.

Retirement: The City of Huron participates in the South Dakota Retirement System. It is mandatory that all employees participate. Employee's contribution rate is 6% of gross salary and the city matches this amount which forms the employee's retirement fund. Upon termination of employment, an employee has the option to withdraw their contributions plus any interest earned on their contribution. An employee is vested after 3 years and would receive 85% of the matching contribution. If less than 3 years, employee would receive 50% of the match.

A 457 Supplemental Retirement Plan is available at the option of the employee after the completion of 1040 regular work hours.

Health Insurance: The city provides group health coverage through Avera. For employees who elect to participate the city pays 100% of the premium for single coverage. There are two plans available, a \$2500 traditional plan deductible or \$4,000 deductible Health Savings Account. On the \$2,500 deductible plan, once the deductible is met, there is a 20% coinsurance with a maximum of \$4,500 out of pocket for single. Each family unit shall be subject to no more than two (2) deductibles or \$5,000 and maximum out of pocket of \$9,000. The \$2500 deductible plan provides a prescription drug benefit of \$12.00, \$35.00, \$50.00 co-pay for a 30 day supply with a \$50.00 deductible per member per year which is waived for generics. The \$4,000 Health Savings Account, employee pays for all prescriptions until the maximum deductible is met. All full-time city employees will be eligible for term life insurance and city health insurance on the first day of the month following 30 days of employment with the city. Family cost \$2500 plan is \$866.04 per month. Family cost H.S.A. is \$807.50 per month.

Supplemental Insurance: The employee has the option to enroll in the following supplemental insurance: AFLAC products, Delta Dental, Vision Service Plan (VSP). 100% of the premium is paid by the employee with pre-tax dollars after the completion of 1040 regular work hours.

Term Life: \$25,000.00 Term Life is available. The city pays 50% of the premium.