



# Position Description

<b>Position Title:</b> Parks, Recreation and Forestry Technician	<b>Department:</b> Public Works
<b>Reports to:</b> Parks, Recreation and Forestry Superintendent	<b>Supervises:</b> N/A
<b>FLSA Status:</b> Non-Exempt	<b>Dates Revised:</b> 03/2019
<b>Grade:</b> 12	<b>On Call/Response Time:</b> Yes

## Job Summary

The Parks, Recreation and Forestry (PRF) Technician will maintain and manage the parks, campgrounds, cemetery, sports fields, urban forestry, cultural resources, and recreational activities within the jurisdiction of the City of Spearfish. PRF technician will work mainly outdoors under general supervision.

## Essential Functions

The Parks, Recreation and Forestry Technician:

1. Will be required to have a physical presence and regular and reliable attendance with the ability to respond at all hours when necessary.
2. Performs day-to-day tasks as assigned to maintain and manage the parks, campgrounds, cemetery, sports fields, urban forestry, cultural resources, and recreational activities within the jurisdiction of the City of Spearfish.
3. Communicates and works effectively with the public, especially while helping to facilitate the use of recreational areas, facilities, and activities throughout the city.
4. Provides safety and security measures to protect and safeguard people and property while performing job duties.
5. Trains and directs part time/seasonal staff and other personnel during various tasks, projects, or seasons as assigned.
6. Assists with the efforts of other departments as training and experience will allow, or as directed by his/her supervisor.
7. Thinks critically and solves problems when working alone.
8. Know and practice safe work habits. This includes appropriately observing safety standards, such as:
  - Wearing hard hats, safety-toed shoes, protective eyewear, and other such gear.
  - Working only in properly secured trenches and work areas.
  - Handling hazardous materials according to state and federal regulations and standards.
  - ANSI Z133 Standards

9. Competently and safely operates, services, and maintains construction equipment, vehicles, or tools. These may include, but are not limited to:

riding mowers	dump trucks	snow plows	brush chipper
chain saws	electric saws	jackhammers	front-end loaders
sod cutters	pan vibrators	pavement saws	backhoe
rakes	shovels	pruning shears	boom trucks
hammers	electric drills	weed trimmers	stump grinder
trailers	chemical sprayers	minor power equipment	large tandem-axle snowplows
over-seeder	air compressor	aerator	skid steer loader
top-dresser	various hand tools	bucket truck	vehicles requiring air brakes
irrigation controllers	rear-load garbage truck	(operation only)	

10. At the direction of the PRF Superintendent, may attend and participate in professional conferences throughout the region; represent the City of Spearfish on various boards and commissions.
11. Routinely consults with personnel throughout the department, city, county, and state to remain aware of issues and challenges.

## **Organizational Responsibilities**

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

## **Knowledge, Skills and Abilities to Start**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Ability to follow and deliver both verbal and written instructions.
- Knowledge of parks and recreation operations, maintenance, and management.
- Ability to perform on-call responsibilities for the Parks/Public Works Department.
- Thorough working knowledge and skills required to properly operate and maintain equipment and CDL vehicles.
- Ability to be tactful, courteous and effective with the public and co-workers.

## **Minimum Qualifications**

- Graduation from an accredited college or university with a bachelor's degree in an applicable field or an equivalent of at least four (4) years of experience in parks and recreation operation or maintenance or any such combination of education/experience as may be acceptable to the hiring authority.
- High school diploma or GED Certificate.
- Possession or ability to obtain valid South Dakota CDL Class 1A driving certificate with air brake, tanker, and pintle hitch endorsements within 90 days from date of hire. Must possess and maintain an insurable driving history.

## **Working Conditions**

- **On Call/Response Time:** Residency required within a distance from the City of Spearfish adequate to meet a thirty (30) minute response time.
- **Hours:** Forty (40) hours per week; more as situations may demand, with the main schedule set by the PRF Superintendent. The PRF technicians should be especially reliable, flexible, and available to work during times of bad weather, emergencies, heavy tourist traffic, and major citywide holidays and celebrations.

## **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The city reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the city may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

## **Employee Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_