

# City of Cottleville, Missouri

## Job Description

### Parks & Facilities Maintenance Specialist

<b>Division:</b>	<b>Parks &amp; Recreation</b>	<b>Reports to:</b>	<b>Parks &amp; Rec. Superintendent</b>
<b>Date:</b>	<b>March 17, 2026</b>	<b>Hours:</b>	<b>16-28 hours per week</b>
<b>Starting Pay:</b>	<b>\$20.00/hour</b>	<b>Status:</b>	<b>Permanent Part-time Position</b>

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#### PURPOSE

This position assists with the maintenance, upkeep, and safe operation of City parks, recreational facilities, and public spaces. Responsibilities include grounds maintenance, facility upkeep, event preparation, and minor repair tasks to ensure City parks and facilities remain clean, safe, and welcoming for residents and visitors.

#### ESSENTIAL FUNCTIONS & DUTIES

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Inspects and maintains City parks, playgrounds, and facilities on a regular basis.
- Performs lawn and turf care including mowing, trimming, edging, and turf restoration.
- Maintains street rights-of-way and public landscape areas as needed.
- Operates and maintains light outdoor equipment.
- Prepares athletic fields and courts for sporting activities and events and assists with facility setup for programs and special events.
- Cleans the historic log cabin, restrooms, and other City facilities.
- Picks up litter and empties trash receptacles in parks, public spaces, and along City streets.
- Assists with light construction, maintenance, and repair tasks.
- Maintains a clean and organized work area.
- Trims and prunes trees and shrubs; weeds and mulches landscape areas.

- Applies fertilizers, herbicides, and pesticides in accordance with manufacturer instructions and applicable safety regulations.
- Performs routine maintenance and upkeep of City equipment and tools.
- Performs other related duties as assigned.

**KNOWLEDGE & SKILLS REQUIRED BY THE POSITION:**

- Knowledge of turf care and maintenance.
- Knowledge of lake and pond care and maintenance.
- Knowledge of chemical applications and safety procedures.
- Knowledge of general electrical, plumbing, carpentry, irrigation systems, concrete, and painting/staining principles.
- Knowledge of vehicle and equipment maintenance practices.
- Knowledge of tree and plant maintenance and care.
- Knowledge of custodial procedures.
- Knowledge of athletic field marking and preparation.
- Knowledge of setting up and taking down temporary fencing, barricades, signs, and banners.
- Skill in operating light outdoor equipment.
- Skill in oral and written communication.

**Supervisory Controls**

The Parks & Recreation Superintendent assigns work and provides general instructions. Work is reviewed periodically for quality, safety compliance, and adherence to established procedures and best practices.

**Guidelines**

Guidelines include City policies, building codes, safety regulations, supervisory instructions, and special event procedures. These guidelines are generally clear and specific but may require some interpretation in application.

### **Complexity**

The work consists of a variety of related tasks associated with maintaining City parks and facilities. Duties require practical knowledge of groundskeeping, facility upkeep, and general maintenance techniques.

### **Scope and Effect**

The purpose of this position is to help maintain City parks and facilities in a safe, functional, and attractive condition. Successful performance contributes to the quality of recreational opportunities and public spaces available to residents and visitors.

### **Personal Contacts**

Contacts are typically with co-workers, parts suppliers, vendors, and members of the general public.

### **Purpose of Contacts**

Contacts are typically to exchange information, provide services, and resolve routine issues.

### **Physical Demands**

Work is performed while intermittently standing, walking, bending, crouching, climbing, sitting, and/or stooping. The employee frequently lifts objects up to approximately 50 pounds and occasionally heavier items with assistance. The position requires the use of tools and equipment requiring dexterity and coordination.

### **Work Environment**

Work is typically performed outdoors and may involve exposure to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and hot, cold, or inclement weather. The work requires the use of personal protective equipment such as safety masks, respirators, goggles, hard hats, ear protection, and gloves.

### **Supervisory and Management Responsibility**

None.

### **Minimum Qualifications**

- Ability to read, write, and perform basic mathematical calculations typically associated with completion of a high school education or equivalent.
- Sufficient experience to understand the basic principles relevant to the duties of the position, usually associated with technical training, an apprenticeship, or one to two years of related work experience.
- Possession of a valid driver's license issued by the State of Missouri for the type of vehicle or equipment operated.

### **Preferred Qualifications (Optional)**

- Prior experience in parks maintenance, landscaping, and/or facility maintenance.
- Experience operating lawn care or grounds maintenance equipment.

### **Disclaimer**

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties as assigned by their supervisor to meet the operational needs of the City.