



City of Munford, Tennessee

1397 Munford Avenue
Munford, TN 38058
City Hall (901) 837-0171
www.munford.com
Dwayne Cole, Mayor

Position Description

Position: Maintenance

FLSA Status: Non-Exempt

Department: Parks & Recreation

Classification: Level 1

Supervision Received: Director of Parks and Recreation

Supervision Exercised: Seasonal/PT Employee

Position Overview:

Performs good maintenance practices and is responsible for the upkeep, care, and daily operations of all aspects of city owned parks, vehicles, properties, and facilities. Operates motorized equipment, tools, and machinery, performs basic trade work and other related duties involved to maintain form, function, and aesthetics of city owned property.

Job Description:

- Drives the Maintenance and Reliability initiative focused on Preventive & Predictive Maintenance Practices; not reactive.
- Creates and implements a preventative maintenance schedule on all equipment, vehicles, buildings, grounds, and facilities within the city including but not limited to: checking the functions of equipment and making appropriate adjustments, inspecting all playground equipment for proper and safe play, lubricating, performing fluid and filter changes, repairing/replacing components and lighting maintenance repairs.
- Maintains and enhances the appearance and functions of all city buildings, and city facilities on a schedule including but not limited to: changing air filters and trash cans, replenish paper towel and toilet paper dispensers, sweeping, mopping, waxing, wiping, dusting, and vacuuming floors, walls, and ceilings in and around city owned buildings, parks and facilities. Repairs/replaces light fixtures, ceiling tiles, floor tiles, doors and windows.
- Maintains and enhances the appearance and functions of all city parks and properties including but not limited to: picking up trash, changing trash cans, cleaning, mowing, pruning, trimming, spraying or applying herbicides, pesticides, or fertilizer to vegetation, weeding, raking, edging, sweeping, blowing, loading, and hauling off debris.
- Ensures parks and property are opened and closed at a preset time. Enforces compliances with building and park rules, regulations, and safety standards. Responds to emergencies and disasters when notified.
- Performs basic installations of city tree, shrubs, flowers, and plants including but not limited to: Preparing planting sites, digging holes, watering, feeding, and fertilizing, and maintaining the life of the plant.



City of Munford, Tennessee

1397 Munford Avenue

Munford, TN 38058

City Hall (901) 837-0171

www.munford.com

Dwayne Cole, Mayor

- Operates motorized equipment such as but not limited to: city vehicles, mowers, tractors, backhoes, frontend loaders, golf carts, buggies, dump trucks, and trailers to transport materials and equipment to maintain the trails, grounds, and facilities. Operates other equipment as required. Services and washes vehicles and equipment.
- Performs athletic and common area field maintenance, including but not limited to: dragging, watering, topdressing, aerating, verticutting, dethatching, applying pre/post emergence, filling holes, painting and chalking fields or other areas.
- Performs basic trade work repairs and maintenance, including but not limited to: plumbing, carpentry, painting, electrical, welding, landscaping, hardscaping, and fabricating.
- Updates maintenance operating procedures including but not limited to: preventative maintenance records and current Material Safety Data Sheets.
- Supports all city events, programs, and activities by setting up, moving, lifting, storing, tables, chairs, and or other equipment, setting up barricades or other traffic control devices and cleaning up at the end of events, programs, or activities.
- Supervises maintenance personnel and establishes priorities in the maintenance schedule.
- Records inventory including but not limited to: janitorial supplies, tools, rakes, equipment, and other properties.
- Working conditions including but not limited to: working in all seasons of outdoor weather and indoors.
- Communicates with the Director on budgetary items for future needs.
- Performs other duties in the Maintenance Department or as assigned by the Director of Parks and Recreation for the improvement of the City of Munford.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____