



**Raytown Parks & Recreation  
City of Raytown**

5912 Lane  
Raytown, MO 64133-3751

Phone: 816/358-4100  
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[www.raytownparks.com](http://www.raytownparks.com)

**Position Announcement  
Maintenance II**

**Department:** Raytown Parks  
**Salary:** \$15.04-\$21.81/hr.

**Grade/Status:** Full Time, Non-Exempt  
**Posted:** August 28, 2020

**Job Description:** Performs skilled and unskilled tasks related to maintenance and construction of property, facilities, and equipment owned and managed by the Raytown Parks Department.

**Required Knowledge, Skills & Abilities:** Operate variety of construction and maintenance equipment and tools. Adheres to safe work practices and procedures.

**Special Requirements:** Current Missouri driver's license. Ability to pass drug screen. Possess physical fitness level needed to perform essential functions. High school diploma or equivalent. Three years experience in park maintenance or other related maintenance and construction work.

**ADA Requirements:**

**Physical Requirements:** Tasks involve frequent walking, standing, bending, stooping, and lifting and carrying moderately heavy (20-50) pound items and occasionally very heavy (100 pounds or over) items.

**Environmental Requirements:** Tasks may require frequent exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hazardous equipment.

**Sensory Requirements:** Tasks require sound, depth, texture, visual and oral perception, and discrimination.

**Schedule & Benefits:** Generally 7:00 am – 3:30 pm, Monday – Friday with occasional weekend work and overtime. Full-time position eligible for City benefits.

**Application Process:** Complete employment application. Application may be obtained from and returned with resume to Raytown Parks & Recreation, 5912 Lane Ave., Raytown, MO 64133. Email: [maryann@raytownparks.com](mailto:maryann@raytownparks.com). Description and application also found at [www.raytown.mo.us](http://www.raytown.mo.us) or [www.raytownparks.com](http://www.raytownparks.com).

**Closing Date:** Open until filled.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace.

EEO/AA/ADA

**Raytown Parks & Recreation Department  
Position Description**

**Title: Maintenance II**

**Status: Full Time, Non-Exempt**

**Reports to: Superintendent of Parks or Maintenance III**

**Supervises: Maintenance I and Seasonal Staff when assigned**

**Description of Tasks:**

**General:** Performs skilled and unskilled tasks related to maintenance and construction of property, facilities, and equipment owned and managed by the Raytown Parks Department.

**Property and Facilities:**

- Performs tasks necessary to maintain Department grounds, buildings, right of ways, sport fields, equipment, signs, fences, trees, shrubs, and horticulture beds.
- Performs construction and maintenance tasks necessary to build structures, park and sport field facilities, and improvements to grounds such as sidewalks, roads, paths, drainage areas, retaining walls, plumbing, electrical, and snow removal.
- Identifies needs and repairs, make suggestions on methods of construction and maintenance, estimate costs and completes necessary paperwork to document progress and completion of projects.
- Operates a variety of construction and maintenance equipment such as medium-duty trucks, backhoe, tractors, loaders, trenchers, lifts, winches, chippers, sprayers, snowplow, etc.
- Operates a variety of light equipment and tools related to maintenance and construction.
- Performs routine maintenance, repairs and inventory on Department vehicles and equipment to a safe and operable level.
- Performs other Department duties as assigned by the direct supervisor.

**Human Relations:**

- Assists and supports other staff members on projects and tasks assigned and cooperates and communicates effectively with all other staff so as not to disrupt the working environment or create an unsafe condition.
- Provides courteous help and assistance to the public and participants in the Department's programs and activities.

**Qualifications:**

- Three years experience in park maintenance or other related maintenance and construction work.
- High school diploma or equivalent.
- Maintain current Missouri driver's license and other required certification.
- Ability to perform prolong physical work outdoors in all types of climate and working conditions.
- Working knowledge and skill in using a variety of equipment, tools, and materials used in construction and maintenance activities, such as carpentry, plumbing, electrical, welding, and concrete work.
- Knowledge of the care and cultivation of trees, shrubs, and flowers.
- Willingness and ability to learn and perform new skills and responsibilities.
- Understand and follow oral and written instructions and then take appropriate action.

- Communicate clearly and concisely, both orally and in writing.
- Alertness and care to establish and maintain safe working conditions at all times.
- Timely and dependable in work attendance and function.
- To obtain a Playground Safety Inspector Certification

**Physical and Sensory Requirements:**

Frequent walking, standing, bending, stooping, and lifting and carrying moderately heavy (20-50) pound items and occasionally very heavy (100 pounds or over) items, and operating vehicles, equipment, and tools.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace.

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