



NOTICE OF VACANCY
CITY OF CAMBRIDGE
PARKS DEPARTMENT



LOCAL 2316

SUBMIT TO TIM GIBSON

DATE POST: May 29, 2025

POSITION: CITY SERVICE I – III SPLIT -SHIFT

HOURS: FRI., Sat., Sun. 7 am to 3 pm. Mon. – Tue. 3:30 pm – 11:30 pm

RATE OF PAY:

PROBATIONARY: \$18.50-\$21.50

STEP 1 \$19.50-\$22.50 (Schedule that includes dayshift/afternoon Sun. or Sat. Step 1 additional \$1.00 + \$0.75)

STEP 2 \$20.50-\$23.50

STEP 3 \$21.50-\$24.50

DEFINITION:

Under supervision (City Service I), general supervision (City Service II), or direction (City Service III) performs a variety of duties including ground maintenance and construction work in city parks, city buildings, and city properties. Duties and responsibilities include performing janitorial duties, installing, and repairing park structures and equipment, and performing a variety of tasks in the operation and maintenance of the department. This position requires the ability to work in all forms of inclement weather and outside of the regularly scheduled workday.

DISTINGUISHING CHARACTERISTICS

City Service I – This is the entry-level classification within the City Service series. This class is distinguished from the City Service II by the performance of the more routine tasks and duties assigned that require less training and supervision. The incumbent will use the time to collaborate with senior personnel to gain the knowledge and skills required for advancement to the City Service II.

City Service II – This is the full journey-level classification within the City Service series. Employees within this class are distinguished from City Service I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. This class is distinguished from the City Service III in that the latter requires little instruction in the day-to-day operations. Advancement to the City Service II level is based on meeting minimum qualifications and satisfactory job performance.

City Service III – This is the advanced journey-level classification in the City Service series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including performing lead supervisor activities and participating in developing goals and procedures within the Parks Department. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility and have the appropriate certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Follow all safety rules and regulations. Present safety concerns to Park Foreman.
- Responsible for the overall presentation and appearance of the city parks which include trash cleanup, mowing grass, pruning shrubs, trimming trees and any other landscaping needs.
- Maintenance of park recreation equipment, gymnasiums, bathrooms, picnic shelters and ball fields.
- Operation and maintenance of City Pool filtration/circulation/sanitation system.
- Operation and maintenance of the park boiler system.
- Monitor all department equipment and conduct or schedule repairs and cleaning as needed.
- Snow and ice removal
- Operate all department equipment (1 ton dump truck, ATV, backhoe, farm tractors w/ various equipment, lawn care equipment and any others assigned by department supervisor)
- Light carpentry, concrete finishing, plumbing, roofing, and painting.
- Collaborate with the supervisor to ensure all record keeping is done within established procedures and with adequate safeguards to ensure accuracy.
- Any other duties assigned by the Parks Department Foreman(s) and/or Superintendent.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND ABILITIES: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a brief period to successfully perform the assigned duties.*

- Adequate physical condition to perform manual labor and complete required tasks in a timely manner.
- Safe operation of hand tools and equipment.
- I have basic knowledge of operation/inspection/maintenance of equipment and within the Parks Department.
- High School Diploma or GED Equivalent