

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall
601 24th Avenue
P. O. Box 1430
Meridian, Mississippi 39302-1430

AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI

PARK MAINTENANCE WORKER (4017)

Up to a maximum salary of \$31,820.00

OPENING DATE: September 13, 2023

CLOSING DATE: Applications will be accepted until 12:00 Noon on October 2, 2023

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Maintains the lawn and grounds for various city-owned property; plants flowers, sod, grass, shrubs and trees; cuts the grass, pulls weeds, waters plants and grass, applies fertilizer and insecticide; mulches trees and plants; edges around sidewalks; picks up trash; repairs sprinkler heads; uses various equipment and tools such as lawnmower, weed eater, rake, shovels and other related equipment for use in grounds care. Maintains athletic fields and courts for sports activities; sets bases and marks fields and courts according to specific sport; repairs holes and tears; removes rocks and debris from fields and courts; paints courts and apparatus as needed; mows fields; installs light fixtures and bulbs; builds and repairs bleachers and stands; replaces boards and braces. Operates city-owned vehicles to include trucks, tractor, bobcat, steam cleaner, and other specialized vehicles in the daily performance of duties; adheres to all local, state and federal safety regulations; ensures compliance by coworkers and supervisors. Maintains golf course grounds and equipment; replaces fuel in golf carts; changes cups; moves markers; picks up and disposes of trash and debris; rakes sand traps; cuts grass and trims lawns; waters and fertilizes grounds to keep grass healthy. Preserves the buildings and facilities on city-owned parks; paints buildings; conducts building repairs and maintenance; repairs roofs and shingles; lays brick and blocks; repairs irrigation lines; fixes picnic tables and playground equipment; picks up and disposes of trash; fixes water pipes; repairs gates and fences; ensures grounds are safe for public access and use; sets-up for special events. Picks up trash and debris in buildings and on lawns and grounds; collects and removes recyclable paper and other items; empties trash containers and receptacles; removes and disposes of trash according to city policy. Performs preventive and routine maintenance and service on vehicles and equipment; repairs field maintenance equipment; changes oil and filters, replaces parts and makes adjustments as necessary; removes and replaces shafts; ensures proper working condition of all equipment; prepares vehicle and equipment maintenance report. Cleans and deodorizes bathrooms located at recreational sites; disinfects and cleans toilets, sinks, and fixtures; mops and

cleans floors and mirrors; replaces soap, toilet paper, paper towels and other supplies as needed. Cleans swimming pools; removes debris and trash in and around pools; ensures all safety policies are followed; applies chemicals and chlorine as needed. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by 2 months previous experience and/or training involving general grounds and building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Mississippi driver's license, Class R.

EXAMINATION: The examination shall consist of 30% minimum qualifications and 70% oral interview. Applicants deemed to have met the minimum qualifications will be notified by the Civil Service Secretary when to pick up their written notification for the oral interviews that will take place starting at **9:00 A.M. on Wednesday, October 11, 2023** by appointment only in the third floor auditorium of City Hall located at 601 23rd Ave. Meridian, Mississippi 39301. Eligibility shall be for a period of up to one (1) year from the date of certification. No test will be rescheduled regardless of circumstances, EXCEPT those conducted at Meridian Community College. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement.**

False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination.

Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application. **As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.**

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity applicant must be capable of performing all essential functions of this position, which are considered as bonified occupational qualifications. Indicate special needs.

For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.