

JOB DESCRIPTION: PARKS & REC MAINTENANCE

Position: Parks & Rec Maintenance

Status: Seasonal/Full-Time

Department: Parks & Rec

General Statement of Duties:

Enforce rules and regulations to ensure the safety of the public. Responsible for cleanliness and maintenance of all Parks and Recreation facilities. Works as assigned by the Parks & Recreation Director, Aquatic Center Chief Head of Maintenance, Assistant Director, and/or Assistant Manager. Possible places to work - Aquatic Center, Northside Rec, Little League Complex, Maxwell Park, Morningside Park, Tuckers Park, Tuckers Pond, Union Park, Johnson Park, Doty Park, Hillcrest Park, 7th Street Field, Washington Park, Denison Dog Park, and all other locations as assigned.

Reports to: Parks & Recreation Director, Aquatic Center Chief Head of Maintenance, Assistant Director, Assistant Manager

Major Responsibilities:

A staff member is expected to work under the schedule set up by the Director, Assistant Director, and/or Assistant Manager. Must be willing to work under a schedule with varying times, which include, but are not limited to: mornings, afternoons, evenings and week-ends. Time off and/or schedule changes must be requested at in advance, and is granted at the discretion of the Director, Assistant Director, and/or Assistant Manager. Parks & Rec Maintenance staff duties include but are not limited to: park and athletic field maintenance, assisting park visitors, enforcing rules and regulations, and assisting with special events. Candidates must have a valid IA driver's license and be able to operate vehicles with loaded trailers; perform basic manual tasks such as restroom cleaning, painting, landscaping and grounds maintenance; and the ability to operate a variety tools, power equipment, and tractors. The position requires considerable bending, lifting, climbing, walking, and heavy physical activity in a variety of weather conditions and includes some personal safety hazards. Parks & Rec Maintenance staff will represent the policies set up by the Director at all times. Performs all other duties as assigned. Parks & Rec Maintenance staff must finish all assigned duties (within reasonable amount of time) and remain on the job until the Director, Aquatic Center Chief Head of Maintenance, Assistant Director, or Assistant Manager dismisses them. Facility security is a must at all times!

Required knowledge, skills and abilities:

Must have a combination of skills, knowledge and training that will enable the performance of the responsibilities outlined above. Good public relation skills are needed. Must be able to physically and mentally respond to any emergency at any time, when needed.

Minimum Age: 16 years of age

Starting Wage: \$10.00/hour