

**GREENCASTLE PARKS & RECREATION DEPARTMENT
JOB DESCRIPTION**

Position Title: Seasonal Park Maintenance Laborer

Responsible to: Director of Parks & Recreation/ Maintenance Superintendent

Employment Terms: Seasonal

Qualifications:

- Should be at least 16 years of age.
- Have a valid Indiana Driver's License
- Well-rounded knowledge of general lawn maintenance, basic automotive maintenance, plumbing, landscaping, basic electrical repair. Valid Red Cross certification in First-Aid/CPR course, or ability to acquire one.

Duties and Responsibilities:

- Empty trash, pick up twigs, etc.
- Mowing, operating a weed-eater & basic landscaping.
- Completing documentation on facility/equipment safety inspections.
- Completing documented vandalism inspections.
- Repair facilities/ equipment.
- Assist in setting up equipment/facilities for programs.
- Assist in opening/closing duties of park.
- Successfully complete in-service training.
- Serves as a goodwill ambassador to public.
- Other duties as assigned.

I, _____, have read and understand the above job description. I agree to meet the responsibilities listed to the best of my ability.

Signed: _____ Date: _____

Witness: _____ Date: _____