

# CITY OF GREENCASTLE PARKS & RECREATION DEPARTMENT

**Position Title:** Seasonal Park Maintenance Laborer

**Responsible to:** Maintenance Supervisor and Parks Superintendent (Parks & Recreation Director)

**Department:** Parks & Recreation

**Employment Terms:** Seasonal

**Wage:** \$10.00/hour

**General Statement of Duties:** Under the supervision of the Park Maintenance Supervisor and Park Superintendent (Parks & Recreation Director), performs various park maintenance tasks toward the beautification of and aesthetics of the municipal park system while adhering to maintenance and safety standards.

**Qualifications:**

- Should be at least 17 years of age.
- Have a valid Indiana Driver's License
- Well-Rounded knowledge of general lawn maintenance, basic automotive maintenance, plumbing, landscaping, and basic electrical repair
- American Red Cross First-Aid and CPR Certifications

**Duties and Responsibilities:**

- Performs minor repairs/improvements and maintains the cleanliness and orderliness of park grounds (lawns, shrubs, trees, and vegetation) and facility structures (rest rooms, offices, parking lots, benches, and other park facilities)
- Maintains and performs minor repair on park facility structures
- Operates and performs minor maintenance on trucks, tractors, mowers, or other light automotive mechanical equipment
- Operates and performs minor repairs on hand-held power and gardening tools
- Assigns, trains, and reviews the work of community service workers performing park maintenance work
- Assists high-level Parks staff in maintaining records and reports and monitoring contractor maintenance services
- May perform routine road repairs and/or construction of park trails and roads such as grading, compacting and preparing area for installation of drainage structures
- Maintains the security of municipal park property.
- May collect fees and provide information to the public concerning the use of park facilities.

**Knowledge and Skills:**

- Maintenance and repair techniques regarding park structures and facilities
- Methods and techniques of performing gardening tasks on lawns, plants, and shrubs

- Operate and maintain hand-held power tools and equipment
- Use hand tools for gardening, and performing semi-skilled maintenance work for park structures, including carpentry, plumbing, electrical, and masonry tasks
- Communicate, understand and interpret effectively written and oral instructions
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Empty trash, pick up twigs, etc.
- Mowing/basic landscaping
- Complete documented facility/equipment safety inspections
- Complete documented vandalism inspections
- Assist in setting up equipment/facilities for programs
- Successfully complete in-service training
- Serves as a goodwill ambassador to public
- Complete additional duties as assigned by supervisor

The Greencastle Board of Park Commissioners reserves the right to reject any and all submissions based on the commission's best interest and to waive any irregularities it may see fit with an applicant's qualifications. The City of Greencastle is an Equal Opportunity Employer, which does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or other unlawful bias.

I, \_\_\_\_\_, have read and understand the above job description and agree to meet the responsibilities listed to the best of my abilities.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_