

JOB TITLE:	Three Season Maintenance
DEPARTMENT:	Parks and Recreation Department
LOCATION:	Danville, IN
REPORTS TO:	Assistant Director and/or Director
SALARY:	\$10.11 per hour
TYPE OF POSITION:	Seasonal
HOURS:	Up to 697 hours per year
OVERTIME:	No

SUMMARY

Under direct supervision, aid in the maintenance of all park and recreation facilities and grounds.

DUTIES AND RESPONSIBILITIES

Works as support staff for divisions and services of the Danville Parks and Recreation Department:

- Ability to work in a team environment
- Willing to help all staff and the public in need
- Daily trash route & pickup.
- Daily restroom duties. Cleaning and basic maintenance.
- Mowing, weed eating, leaf removal.
- Landscaping (flowers, gardens, fertilizing, etc.)
- Pool maintenance.
- Recreational facility maintenance. (playgrounds, ball diamonds, etc.)
- Mower and vehicle maintenance.
- Construction work
- Shop and office maintenance.
- Vandalism and amenity repairs i.e. (picnic tables, park benches, etc.)
- Safety training
- Programming staffing with setup and teardown
- Performs other duties as assigned by the DAC & Recreation Manager, Assistant Director and/or Director

QUALIFICATIONS

- Must be at least 18 years of age
- Working knowledge of construction principles
- Have basic mathematical skills
- Become knowledgeable in the use of all age appropriate equipment
- Become knowledgeable of all policies and procedures
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable, and responsible
- Able to demonstrate ability to fill out required forms
- Be in good physical condition
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the public

WORK ENVIRONMENT

Required Physical Activities: Walking, standing, stooping, lifting, reaching, talking, feeling, hearing, finger dexterity, grasping, repetitive motions.

Physical Characteristics of Work: Work involves standing approximately 10% of the time, standing and/or walking approximately 85% of the time, sitting approximately 5% of the time. Requires the exertion of up to 20 pounds of force frequently, exertion of up to 25 pounds routinely, and exertion of up to 80 pounds infrequently to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to read directions and the completing of forms.

Environmental Conditions: Work is performed in an outdoor and garage environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one hour, cleaning chemical hazards, possibly slippery walking surfaces and works around heavy equipment.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Park and Recreation Board and the Town of Danville, as they may be amended from time to time.

Signature

Date

Printed Name