



## **TOWN OF DANVILLE ASSISTANT PARK SUPERINTENDENT JOB DESCRIPTION**

**UPDATED JANUARY 2014**

<b>JOB TITLE:</b>	Three Season Maintenance
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>LOCATION:</b>	Danville, IN
<b>REPORTS TO:</b>	Assistant Superintendent & Superintendent
<b>SALARY:</b>	\$10.11/hr
<b>TYPE OF POSITION:</b>	3 Season
<b>HOURS:</b>	20 hours per week some nights and weekends as needed
<b>OVERTIME:</b>	No

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **DUTIES AND RESPONSIBILITIES**

Ability to work in a team environment.

Willing to help all staff and the public in need.

Daily trash detail Trash 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.

Tool and shop and office maintenance.

Vandalism repairs.

Safety training.

Amenity repair (picnic tables, park benches, etc.)

Programming staffing with setup and teardown.

All other Responsibilities as requested by the Danville Park management staff.

## **QUALIFICATIONS**

Must be at least 16 years of age.

Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality.

Working knowledge of construction principles.

Be friendly, mature, trustworthy, dependable and responsible.

Have basic mathematical skills.

Become knowledgeable in the use of all age appropriate equipment.

Become knowledgeable of all policies and procedures.

Able to demonstrate ability to fill out required forms.

Be in good physical condition.

Have 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 general public.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of personal safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **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.

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Signature

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Date

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Printed Name

Approved By (To Be Signed by All Park Board Members):

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Date Hired :