

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department or Office: Parks & Recreation Department

Position: Park Maintenance

Scheduling: 40 Hours

FLSA Status: Non-exempt (Hourly)

Job Category - LTC (Labor, Trades, Crafts)

Date of Announcement: July 29, 2019

Application Deadline: Until position is filled

Under the supervision of the Maintenance Development Director, the park maintenance employee is responsible for the daily upkeep of Goshen City Parks.

Essential Duties and Responsibilities: *The following list of duties is normal for the position and is not to be construed as exclusive or all-inclusive.*

- Maintains all building structures including painting, structural repairs and renovations.
- Maintains the grounds of parks; disposes of litter; performs landscaping duties including fertilizing, weed control, leaf removal, mowing and trimming; tree trimming.
- Construction/erection of open-air pavilions; playground equipment installation.
- Install, repair/replace fencing.
- Maintains vehicles and equipment.
- Maintains and constructs nature trails and native planting areas; controlled/prescribed burns.
- Maintain inventory of small tool issue.
- Maintain a clean, well-organized work area.
- Maintain and inspect playground structures and equipment.
- Identification and reporting of safety hazards, structural repairs, equipment failures, etc. to supervisor.
- Snow removal.
- Operates department equipment, machinery and vehicles.
- Handles daily washing, cleaning and removing of debris from vehicles and other maintenance vehicles and groomers.
- Handles construction, carpentry, cement (**concrete**), electrical, welding and custodial duties as necessary.
- Maintain greenhouse.
- Install/repair and program sprinkler systems.
- Constructs and installs park signs.
- Observes City and Park Ordinances at all times.
- Provides exceptional customer service to those contacted in the course of work.
- Performs other duties as assigned.

Requirements:

- Must be at least 18 years old.
- Must be dependable and reliable.
- Must have the ability to operate power tools and riding mowers; the ability to lift, bend, stoop, kneel, crouch and crawl; and have the ability to climb and balance.
- Must possess a valid Commercial Driver's License (CDL). Current CDL or ability within 6 months of employment.
- Willing to obtain all necessary training, and certifications as provided by the department including but not limited to playground safety inspection certification, certified pool operator.

- Willing and available to work weekends, including Saturdays and Sundays when needed.

Environmental Adaptability:

- Ability to work in inclement weather conditions.

Rate of Pay:

- Teamsters Category D - \$19.54/hr. (0 - 1 year)
\$21.63/hr. at 1 - 3 years of service
\$23.30/hr. over 3 years of service

Hours and Work Week: Hours are primarily 7:00 a.m. - 4:00 p.m. Monday - Friday
May require evening and weekend work.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

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