

# 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:** January 4, 2021

**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 park 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.
- Maintains City trail system.
- 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.
- Identify and follow departmental and City safety standards.
- Snow removal of park facilities, department lots, City lots, trails and safe routes to schools.
- Operates department equipment, machinery and vehicles.
- Performs 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 irrigation systems.
- Maintain public swimming pool and splash pads.
- 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.

### **Minimum Training and Experience Required:**

High school graduate or equivalency and three to five years relevant work experience; or any equivalent combination of education, training and experience, which provides the necessary knowledge, skills, and abilities.

**Requirements:**

- Must be at least 18 years old.
- Willing and available to work weekends, including Saturdays and Sundays when needed.

**Minimum Physical and Mental Abilities:**

- 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.
- Ability to utilize departmental equipment and tools including backhoe, trucks, air compressor, electric tools, safety equipment, measuring tapes/wheel, other hand tools, etc.
- Must possess a valid Class B Commercial Driver's License (CDL) or ability to obtain within 60 days 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.

**Language Ability and Interpersonal Communication:**

- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment, common sense, and principles of influence in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to prepare work orders, time cards, correspondence, and other job-related documents
- Ability to explain, demonstrate and clarify to policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to communicate effectively with customers, vendors, immediate supervisor, other supervisors, elected officials, contactors, other City personnel, and the general public verbally and in writing.

**Environmental Adaptability:**

- Ability to work outside during inclement weather conditions year round.
- Ability to work effectively in a shop, office, outdoors, being exposed to various hazards including extreme heat and cold, noise, varying weather conditions and dangerous situations.

**Rate of Pay:**

- Teamsters Category D (\$20.43) as designated by current (2021) salary ordinance.

**Hours and Work Week:** Hours are primarily 7:00 a.m. – 3:00 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](http://www.goshenindiana.org). Click Job Opportunities.

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