

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: JUNE 9, 2022

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 (\$21.15) as designated by current (2022) 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. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free