

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: September 8, 2023

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 as designed by current salary ordinance. Hourly \$21.89.

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

Applications are required and are 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