

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Parks & Recreation

Position: Park Custodian and Grounds Keeper (Laborer-Semiskilled)

Job Category: LTC (Labor, Trades, Crafts)

Status: Full-time

FLSA Status: Non-exempt (Hourly)

Date of Announcement: October 9, 2023

Application Deadline: Until position is filled

Under the supervision of the Facility Coordinator, the park janitorial employee is responsible for the daily upkeep and custodial duties of Goshen City Parks.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Maintain Park landscape & trails.
- Learn and exercise safety practices and proper use of cleaning chemicals, supplies and personal protective equipment.
- Review and prepare daily reports, compile information and to follow up with staff to ensure timely completion of tasks.
- Trash collection and removal.
- Clean vehicles.
- Clean indoor facilities, offices, open-air pavilions and public restrooms.
- Serve as point of contact for facility customers and conduct check in/out procedures.
- Maintain inventory and stock supplies.
- Maintain janitorial equipment.
- Grounds keeping - mowing, trimming, edging, seeding, snow removal, raking.
- Inspect and clean playground equipment and outdoor amenities.
- Paint
- Debris & litter collection and disposal.
- Open and close parks, facilities and sites.
- Utilize department equipment including power washer & backpack leaf blowers.
- Event and meeting set up and take down.
- Learn, practice and implement department and City policies, procedures and ordinances.
- Work closely with volunteers and work release groups.
- Perform other duties as assigned.

Minimum Training and Experience Required:

- Relevant work experience in related field

Special Requirements:

- Must be at least 18 years old.
- Valid driver's license.
- Must be available to work between 6:30 am to 3:30 pm, with weekend shifts.

Minimum Physical and Mental Abilities:

- Must be responsible and reliable.
- Ability to operate power tools; the ability to lift, bend, stoop, kneel, crouch and crawl; and have the ability to climb and balance.
- Ability to exert physical effort in light to heavy (up to 75 lbs.) work
- Ability to learn, implement and follow procedures, protocols and policy.
- Ability to ascend/descend ladder to paint, clean/service lights, etc.
- Ability to exert physical effort in moderate work involving routine standing, stooping, kneeling, crouching, reaching, lifting and pulling.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to verbally communicate and exchange information.
- Ability to walk and climb to inspect and work park land, facilities and playgrounds.
- Ability to make sound judgements and to exercise courtesy and tact in interactions with patrons and departmental staff.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of sensitive information.

Environmental Adaptability:

- Ability to work outdoors in extreme temperatures and inclement weather.
- Ability to work in diverse conditions including exposure to the outdoors, weather in all seasons, dust, poisonous plants, animals and insects.

Rate of Pay:

\$21.36 per hour

Work Hours:

40 hours, Wednesday – Sunday.

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.