



Park Maintenance  
Position Description

**Department:** Parks and Recreation

**Position:** Park Maintenance

**Job Category:** LTC (Labor, Trades, Crafts)

**Status:** Permanent, Full-Time

**Scheduling:** 40 hours a week

**FLSA Status:** Non-Exempt

**Date of Announcement:** January 24, 2025

**Application Deadline:** Until position is filled

[Click here to apply](#)

**Job Summary:**

Maintains park building structures, grounds of the parks, trail system, vehicles and equipment, and work areas, maintaining and constructing nature trails and native planting areas, assisting with playground and pavilion construction including painting, structural repairs and renovations, disposing of litter, performing landscaping duties, installing and repairing/replacing fencing, maintaining inventory of small tool issue, maintaining and inspecting playground structures and equipment, and related work.

**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.*

- Maintain park building structures including painting, structural repairs and renovations.
- Maintain the grounds of parks; disposes of litter; performs landscaping duties including fertilizing, weed control, leaf removal, mowing and trimming; tree trimming.
- Maintain City trail system.
- Construction/erection of open-air pavilions; playground equipment installation.
- Install, repair/replace fencing.
- Maintain vehicles and equipment.
- Maintain and construct 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.
- Operate department equipment, machinery and vehicles.
- Perform washing, cleaning and removing of debris from vehicles and other maintenance vehicles and groomers.
- Handle 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.
- Observe City and Park Ordinances at all times.
- Provide exceptional customer service to those contacted in the course of work.
- Perform other duties as assigned.

**Minimum Training and Experience Required:**

- High School Diploma or GED and moderate work experience; or any equivalent combination of education, training and experience, which provides the necessary knowledge, skills, and abilities.
- Knowledge of various diagnostic scanners and computer programs related to fleet repair industry.

**Special 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.

**Supervisor Responsibilities:**

- Not applicable

**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 position: \$23.78 up to \$28.35 as *designated by current salary ordinance*
- Category D as designated by current 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.

**\*\*\*Applicants will be required to successfully pass a background check as a condition of employment\*\*\***

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