



Mooresville Parks and Recreation District

Seasonal Park Maintenance

Job Description

JOB TITLE:	Seasonal Park Maintenance
LOCATION:	1101 N. Indianapolis Rd, Mooresville, IN
REPORTS TO:	Maintenance Supervisor
SALARY:	Up to \$15.00 per hour
TYPE OF POSITION:	Part-Time Seasonal
STATUS:	Non-Exempt
HOURS:	Up to 40 hours per week

Description

PRINCIPAL FUNCTION: The Park Maintenance is responsible for assisting with all activities, operations, and aspects relating to the maintenance of parks and facilities of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to:

- Ability to work in a team environment.
- Assist in the daily operation, maintenance, and upkeep of parks and public spaces.
- Employee operates a variety of hand/gas-operated tools, such as weed eaters, chainsaws, riding lawnmowers, shovels, picks, pneumatic tools, and vehicles, including tractors, excavation equipment, and trucks.
- Responsible for maintaining grounds by picking up litter and debris, cutting grass, weed eating, and doing general cleanup.
- Responsible for depositing and packing trash and recycling materials, debris, grass, brush and other refuse into collection vehicles.
- Responsible for daily inspections of park properties and facilities for vandalism, broken glass, graffiti, broken amenities and equipment, and other potential hazards to the public. Responsible for removal and clean-up of such items as needed.
- Thoroughly cleans restrooms, stocks supplies, and checks restrooms to make sure everything is in working order (sinks, toilets, hand dryer, baby changing stations, etc.).
- Makes minor repairs (plumbing, carpentry, electrical) to park restrooms, shelter houses, picnic tables, and other park structures and facilities.
- Assist parks and facilities team in maintaining accurate and organized filing systems.
- Operates a motor vehicle to assist in carrying out the business of the District.
- Plant trees, shrubs, flowers, and other native and traditional landscapes as assigned.
- Assists with storm clean up and snow and ice removal from parks and public spaces, as needed.
- This position will be subject to the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.
- All other duties as assigned by Maintenance Supervisor or Park Superintendent.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Mooresville. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities.

- Must be at least 18 years of age.
- Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record and must remain insurable through the Town's liability insurance carrier.
- Must have basic knowledge of standard English grammar, spelling, and punctuation and the ability to understand information from various sources and communicate effectively both orally and in writing.
- Must have a safe work record with good ethics and dependable attendance record.
- Must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of Personal Protection Equipment.
- Must be able to work independently and complete daily activities according to work schedule.
- Be friendly, mature, trustworthy, dependable, and responsible.
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the public.
- Must be able to work weekends and/or evenings during peak times.

SKILLS AND KNOWLEDGE:

- Knowledge of general principles of construction, plumbing, electrical, masonry, and painting; operation and maintenance of common types of light to heavy equipment used in construction and landscaping.
- Working knowledge of methods, practices, and materials used in grounds and facility maintenance, with the ability to maintain park grounds and complete repairs on park facilities and equipment as needed.
- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.
- Ability to work occasional flexible hours, including overtime and emergency situations as needed.
- Ability to meet all hiring requirements, including the passage of a criminal background check.

WORK ENVIRONMENT:

Required Physical Activities: Walking, standing, kneeling, stooping, crouching, crawling, lifting, reaching, talking, feeling, hearing, finger dexterity, grasping, and repetitive motions.

Physical Characteristics of Work: Work involves standing approximately 10% of the time, standing and/or walking approximately 85% of the time, and sitting approximately 5% of the time. Requires the exertion of up to 25 pounds of force frequently, exertion of up to 50 pounds routinely, and exertion of up to 100 pounds infrequently to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those whose work deals largely with the ability to read directions and the completing of forms.

Environmental Conditions: Work is performed in an outdoor and garage environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one hour, cleaning chemical hazards, possibly slippery walking surfaces, and working around heavy equipment.

WORK SCHEDULE:

General work schedule Monday through Friday from 7am – 3:30pm with a 30-minute lunch. Alternative schedules may include a Sunday-Thursday or a Tuesday-Saturday schedule.

Rotating weekend opening/closing duties.

Occasional evenings closing the park.

Must be able to work flexible hours with overtime during prime seasons.

Additional hours outside of regularly scheduled shifts for emergency or special events, and snow removal.

The Town of Mooresville is an Equal Opportunity Employer.

EMPLOYEE ACKNOWLEDGMENT:

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Parks and Recreation Board and the Town of Mooresville, as they may be amended from time to time.

SIGNATURE

DATE

PRINTED NAME