

Lena Community Park District Job Description

Position: Seasonal Maintenance Staff

Responsible to: Superintendent of Maintenance, Park Board of Commissioners

Qualifications: At least 16 years of age, enjoy working outdoors, able to lift 40+ pounds, drive park vehicles.

Task Statements:

1. Be available end of May through August, any of the 7 days of the week.
2. Perform manual work including basic grounds maintenance and improvements including but not limited to landscaping, mowing, brush and tree trimming and removal, ball field work and preparation, trash collection, painting, pond maintenance, basic facility maintenance and cleaning.
3. Assist in identifying maintenance needs and maintaining applicable records.
4. Operate hand tools and small equipment including weed eaters, gators, tractors
5. Inspect equipment and perform preventative maintenance.
6. Assist with special events when needed.
7. Perform all duties in accordance to all safety and security policies.
8. Other duties as assigned by Supervisor.

Worker Traits:

1. Able to work independently to include seeing doing tasks without being asked or directed.
2. Must be able to work outdoors safely during heat and humid conditions.
3. Must possess and maintain a valid, current driver's license with an acceptable driving record.
4. Must be able to work 7:00am-3:00pm during the week, with occasional weekend work.
5. Must be able to safely operate tools, machinery and equipment.
6. Must be able to stand, kneel, climb, balance, push, pull and lift 60+ pounds in order to complete tasks.

Desired Education and Experience:

Minimum 16 years of age, previous landscaping or maintenance work desirable.

PLEASE NOTE THIS A SEASONAL SUMMER POSITION. OUR PARK DISTRICT FACILITIES AND PROGRAMS ARE OPEN 7 DAYS A WEEK AND REQUIRE STAFF TO BE AVAILABLE THROUGHOUT THE SUMMER WEEKS TO INCLUDE SOME WEEKENDS. WE REALIZE STAFF WILL ALSO NEED TO REQUEST SOME DAYS OFF.

By signing below, I verify that I have reviewed this job description with a supervisor and understand the job duties that I am assuming by accepting this position.

Employee

Date

LCPD Supervisor

Date