

Position Description
Danville Park and Recreation
Summer Help Maintenance

JOB SUMMARY

Under direct supervision, aid in the maintenance of all parks and recreation facilities and grounds.

RELATIONSHIPS

Reports to: Director or Assistant Director

Supervises: N/A

Works with: Parks and Recreation staff, and the general public

MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY

- Ability to work in a team environment
- Willing to help all staff and the public in need
- Daily trash route & pickup.
- Daily restroom duties. Cleaning and basic maintenance.
- Mowing, weed eating, leaf removal.
- Landscaping (flowers, gardens, fertilizing, etc.)
- Pool maintenance.
- Recreational facility maintenance. (playgrounds, ball diamonds, etc.)
- Mower and vehicle maintenance.
- Construction work
- Tool and shop and office maintenance.
- Vandalism repairs.
- Safety training
- Amenity repair (picnic tables, park benches, etc.)
- Programming staffing with setup and teardown.
- Perform all other duties as assigned

PHYSICAL AND ENVIRONMENTAL CONDITIONS

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

Physical Characteristics of Work: Work involves standing approximately 10% of the time, standing and/or walking approximately 85% of the time, sitting approximately 5% of the time. Requires the exertion of up to 20 pounds of force frequently, exertion of up to 25 pounds routinely, and exertion of up to 80 pounds infrequently to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those whose work deals largely 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 works around heavy equipment.

QUALIFICATIONS

- Must be at least 16 years of age
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Working knowledge of construction principles
- Be friendly, mature, trustworthy, dependable and responsible
- Have basic mathematical skills
- Become knowledgeable in the use of all age appropriate equipment
- Become knowledgeable of all policies and procedures
- Able to demonstrate ability to fill out required forms
- Be in good physical condition
- Have 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 general public