



Job Description

<i>Job Title:</i> Facility Maintenance Seasonal Worker	<i>FLSA Status:</i> Non-Exempt – Part Time
<i>Pay Grade:</i> 9	<i>Location:</i> Parks and Recreation

General Statement of Duties

Performs responsible semi-skilled work in the maintenance and care of parks, ball fields, and related facilities and/or supervising recreational activities in the Parks and Recreation Department during the summer months. Employees in this classification must be available to work various hours, including nights and weekends.

Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled tasks involving light equipment operation and manual labor. Work may involve operating push and tractor mowers to cut grass, operating line and drag attachments to prepare ball fields, trimming and other horticultural tasks, watering plants downtown, pressure washing, cleaning grounds and facilities, carpentry, plumbing, playground equipment repair, and reseeding construction areas. Employees are subject to hazards in streets maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, dusts, fumes, mists, oils, working around moving mechanical parts, vibrations, tight quarters, and narrow passage ways.

Work is performed under general supervision of the Parks and the Recreation Director, and is evaluated through observation of facilities and parks, discussion, and public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

- Performs grounds maintenance including mowing grass, trimming shrubs and trees, watering and assisting with horticultural practices such as fertilization and planting.
- Performs maintenance, minor construction, and repair duties on recreational facilities such as dug out buildings and concessions, playgrounds, picnic areas, and plumbing and performs basic replacement masonry work.
- Assists with dragging and lining ball fields, operates tractor with drag and liner attachments, operates riding and hand mowers, weed eaters, and other maintenance equipment.
- Cleans park and recreation facilities, including bathrooms and trash pickup.
- Completes weekly maintenance report.

- Monitors recreation center and other park properties.
- Manages and maintains memberships and related filing system for memberships.
- Opens and Closes the Recreation Center.
- Performs janitorial duties such as, but not limited to, sweeping, mopping, wiping down and stocking restrooms, cleaning windows, and providing proper care for gymnasium floor.
- Possess a neat and professional appearance and attitude at all times.
- Performs a variety of semi-skilled and unskilled tasks in maintaining and repairing City streets, sidewalks, cemeteries, and driveways.
- Lays, pours, and assists in concrete work.
- Hand grades streets, ditches, graves, and driveways.
- Cleans storm drains and catch basins; mows, trims, and landscapes work area.
- Sets up safety cones and signs and flags traffic around construction sites.
- Mows, trims, removes trash and leaves in cemetery and around public facilities.
- Cleans sidewalks with brooms, blowers, etc.
- Installs landscaping, waters plants, maintains flower beds, pressure washes and any duty related to the aesthetics of City facilities.
- Follows all applicable safety rules and regulations.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of the methods, tools, and equipment utilized in the parks and recreation and public works department.
- Working knowledge of the work hazards, related liabilities, and applicable safety standards associated with assigned work.
- Skill in the operation of assigned equipment and tools, including drag and line attachments.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees, superiors, and citizens involved in sporting and recreational activities.
- Ability to engage in heavy manual labor for extended periods of time.
- Ability to exercise courtesy and tact in dealing with the public.
- Skills and abilities in dissolving conflict effectively.
- Ability to work effectively and communicate with the public, supervisor, and fellow employees.
- Ability to work unusual hours, including nights and weekend.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, standing, crouching, crawling, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

- Must be able to perform medium work exerting in excess of 50 pounds of force occasionally and/or in excess of 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects.
- Must possess the visual acuity to use measurement devices, make visual inspections of completed work to determine neatness and thoroughness of operating equipment and motor vehicles, and perform trades work such as painting and carpentry.
- Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.

Desirable Education and Experience

Any combination of education and experience equivalent to grammar school graduation and some related experience that provides the necessary knowledge, skills, and abilities.

Special Requirement

- Possession of a valid North Carolina or South Carolina driver's license.

2016, 2019, 2026