

JOB POSTING

REQUISITION FOR PERSONNEL

DATE POSTED: 10/11/2016

CLOSING DATE: Open Until Filled

DEPARTMENT: Parks and Recreation

SALARY: \$8.00 per hour

PART-TIME MAINTENANCE CREW LABORER

GENERAL STATEMENT OF DUTIES: This part-time position is responsible for performing routine maintenance work in and around recreational facilities in accordance with all applicable laws and City of Pascagoula policies and procedures. **This position will work approximately 28 hours per week.**

CITY'S EXPECTATION OF EMPLOYEE:

- Adheres to City policies, procedures, and ordinances.
- Demonstrates initiative in performing tasks without prompting.
- Acts as a responsible steward of the City's welfare and resources.

ESSENTIAL FUNCTIONS OF WORK:

- Makes minor repairs to Recreational properties such parks, ball fields, playgrounds, piers, restrooms, doors, locks, fences, bleachers, and picnic tables.
- Performs general carpentry, plumbing and electrical work in the maintenance of all buildings and facilities. Changes light bulbs and other repair work;
- Repairs doors, locks, fences, bleachers, and picnic tables.
- Repairs restrooms, buildings at the parks and ball fields
- Prepares and lines off all types of fields such as baseball, softball, football, and soccer.
- Operates a small dump truck to transport sand, clay, soil and supplies.
- Operates a light truck to carry tools, equipment supplies, and crews to and from job sites.
- Assists in setting up displays and equipment for special events, such as parades, concerts, ball fields, soccer fields, etc.
- Assists in loading and unloading materials and equipment.
- Performs general cleaning and janitorial tasks in and around City facilities;
- Performs trash collection twice per week at all parks; empties trash into dumpsters; picks up litter; ensures the safety and security of each park.
- Any other duties assigned by the Maintenance Crew Leader, Director of Parks and Recreation, City Manager or designee.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

WORKING ENVIRONMENT: The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of work is performed outdoors in all types of weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to talk, hear, stand, walk, sit and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl, lift objects weighing 50 lbs. or more and operate mowers and tractors.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED: Knowledge of skilled and semi-skilled trades, such as, carpentry and plumbing, knowledge of traffic rules, mechanical aptitude and ability to make minor repairs and adjustments to equipment is required.

MINIMUM EDUCATION, TRAINING & EXPERIENCE REQUIRED: Some experience in the operation of automotive equipment, tractors, and trucks, preparing ball fields for regular play, maintaining recreation equipment and buildings, and completion of a high school course or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Must be 18 years of age and possess a valid Mississippi driver's license.



Brenda Germany,
Human Resources Generalist