

POSITION TITLE:	PT PARKS CUSTODIAL MAINTENANCE WORKER
DEPARTMENT:	PARKS & RECREATION
REPORTS TO:	PARKS MAINTENANCE COORDINATOR
FLSA STATUS:	NON-EXEMPT

Apply at: www.carmelclayparks.com/employment

Purpose of Position:

The purpose of this position is to perform work functions associated with cleaning and maintaining picnic shelters, park restroom facilities, and playgrounds. As well as re-stocking supplies, replacing dispensers, trash removal, light trail maintenance, and light maintenance on natural areas, facilities, tools, and equipment. This position is supervised and reports to the Park Maintenance Coordinator for daily custodial tasks, job priorities, and assignments. The position is year round, part-time averaging 28 hours week. The shifts currently available are:

(1) **Wednesday – Saturday, 11:00pm-6:30pm** *ability to change with daytime savings (ex. 10am-5:30pm)

Essential Job Functions:

The following are normal duties for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Keeps Carmel Clay Parks & Recreation park and trailhead areas clean and inviting by performing routine cleaning of restroom facilities.
 - ✓ Including eliminating nests, spider webs, dust, spraying cleaners, scrubbing and wiping down fixtures, mopping, restocking, and monitoring for proper function of lights, locks, doors, sinks and toilets.
 - ✓ Reporting issues of non-functioning fixtures, facilities, or equipment, to full time staff or fixing on site if applicable.
 - ✓ Removal of waste and trash from various receptacles inside restroom facilities.
- Enhance the environment and visitor experience by routinely monitoring for waste outside in the Carmel Clay Parks & Recreation parks, greenways, and trail locations, checking trash cans and replacing liners before they are full.
 - ✓ Including checking all receptacles at all assigned locations.
 - ✓ Removing and replacing liners, and transporting waste to nearest Carmel Clay Parks & Recreation dumpster.
 - ✓ Monitoring and removal at parks, playgrounds, and picnic areas for discarded trash, litter, and various waste around the properties that has escaped the receptacles.
- Provide clean, safe, and desirable access to woodland areas, wetlands, and prairies by routinely clearing access areas.
 - ✓ Including using mechanized blowers or push brooms to remove vegetation and debris from parking areas, pathways, and trails.
 - ✓ Monitoring for hazards created by uneven settling of surfaces, storm events, or unforeseen circumstances.
 - ✓ Reporting challenges to access that are not easily and immediately removable.
- Completing your responsibilities includes adherence to these regular priorities. Training will be provided when necessary.

- ✓ Operating necessary vehicles and equipment used in park maintenance which may include trucks, UTV, tractors, loaders, and other machinery.
- ✓ Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees, volunteers, and the public.
- ✓ Comply with all codes, laws, rules, regulations, standards, policies and procedures.
- Beautifying Carmel Clay Parks & Recreation with maintenance objectives that may be routine or less predictable can include additional semi-skilled tasks depending on your experience and the needs of the agency. Some of these potential tasks are listed below.
 - ✓ Completing manual work tasks associated with inspection, maintenance, and repair of recreational facilities and equipment such as playgrounds, shelters, and signage.
 - ✓ Maintaining machinery, equipment, and tools in operable condition, including replacing fluids, grease and parts, while keeping items and work area clean and free of safety hazards. Reports faulty equipment.
 - ✓ Grounds keeping, such as mowing, edging, trimming, spreading grass seed or fertilizer, watering, cutting limbs, removing fallen limbs, pruning, mulching, laying sod, planting flowers, shrubs and trees, maintaining landscape beds, mixing and applying pesticides and herbicides, sweeping, raking, removing snow, and maintaining parking areas.
 - ✓ Perform other related duties as required, such as assisting recreation staff with special event preparation.

Knowledge, Skills, & Abilities Required to Perform Essential Job Functions:

- Ability to perform addition, subtraction, multiplication and division.
- Ability to utilize a variety of reference and descriptive data and information.
- Ability to communicate effectively; includes ability to interact with members of the public to resolve problems.
- Ability to operate a motor vehicle to conduct work activities.
- Ability to operate a variety of machinery, equipment and tools associated with park maintenance operations, blower, mower, string trimmer, edger, blower, hedge trimmer, pruning shears, shovel, rake, post hole digger, extension ladder, painting tools.
- Ability to exert heavy physical effort necessary to perform certain park maintenance tasks, involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing and/or pulling of objects and materials weighing 20-90 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease or pathogenic substances.

Qualifications Required to Perform Essential Job Functions:

- High school diploma or GED.
- One (1) year related experience involving grounds maintenance, custodial work, building maintenance, or manual labor.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Driving is an essential function of this position and individual must possess and maintain a valid Indiana driver's license and be insurable.

