

CARMEL CLAY BOARD OF PARKS & RECREATION

POSITION DESCRIPTION

APPLY AT: www.carmelcalyparks.com/employment

POSITION TITLE: CENTRAL PARK, TRAILS, & GREENWAY TECHNICIAN
DIVISION: PARKS & RECREATION
REPORTS TO: PARK MAINTENANCE FOREMAN
FLSA STATUS: NON-EXEMPT
EMPLOYMENT STATUS: PART TIME

Organization Information

Carmel Clay Parks & Recreation (CCPR) holds the Gold Medal Award for Excellence in Park and Recreation Management by the American Academy for Park and Recreation Administration (AAPRA) in partnership with the National Recreation and Park Association (NRPA) for parks serving populations of 75,001 to 150,000. As an accredited agency, the department serves the recreation, fitness, and nature needs of the community, manages and develops existing spaces and resources and creates a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 park acres and numerous recreation facilities, including the Monon Community Center and The Waterpark. In addition, CCPR has partnered with Carmel Clay Schools to establish Extended School Enrichment (ESE), a before- and after-school care program for K-6 students located at all eleven elementary schools. The Summer Camp Series is a component of ESE that offers 12 different summer camps accommodating children ages 5-15. For more information, visit carmelclayparks.com.

Carmel Clay Parks & Recreation is recruiting for an outgoing outdoor enthusiast to fill a part time parks and trails maintenance position. This person will have the opportunity to work in the field with a small team of National Gold Medal winning professionals dedicated to maintaining and improving parks, trails and greenways. Applicants must have a background in grounds maintenance, a strong work ethic and a desire to learn while working in a fun outdoor environment.

Purpose of Position

The purpose of this position is to regularly inspect, clean, repair and perform outdoor park maintenance responsibilities at all Central Park campuses and all trails and greenways throughout the park system. This position is a part-time year round position and will report to the Park Maintenance Foreman for daily job duties, tasks, and regular assignments. This position may be asked to fill in for custodial workers in cases of absenteeism or other scheduling conflicts.

Essential Duties and Responsibilities

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

- Provide clean, safe, and desirable access to trails, paths, parking lots, woodland areas, wetlands, and prairies by routinely maintaining access areas.
 - Including using gas powered trimmers, hand pruners, mechanized blowers, or push brooms to remove vegetation and debris from parking areas, pathways, and trails.
 - Maintaining signage in assigned areas by regularly cleaning to keep them legible, as well as installing, repairing and replacing signs and/or sign posts as needed.
 - Monitoring for hazards created by uneven settling of surfaces, storm events, or unforeseen circumstances. You may be trained to operate a chainsaw for some large tree or branch work.
 - Reporting challenges to access that are not easily and immediately removable.
 - Inspecting and communicating to the Park Maintenance Foreman any diseased or dead trees that may be defined as hazardous trees.
 - Removing debris from ground surface drain grates.
 - Regularly checking the Carmel Creek Trail, Tulip Tree Trail, and Maple Trail for adding additional brown dusty twelve aggregate material.
 - Inspecting the Carmel Creek Trail to replace rotten trail edge logs and driving rebar log stakes.
 - As needed, snow plows the Central Park asphalt perimeter trails using the designated utility vehicles.

CARMEL CLAY BOARD OF PARKS & RECREATION POSITION DESCRIPTION

- 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.
 - Grounds keeping, such as edging, trimming, watering, cutting limbs, removing fallen limbs, pruning, mulching, planting shrubs and trees, applying pesticides and herbicides, sweeping, raking, removing snow, and maintaining parking areas.
 - Completing manual work tasks associated with trimming vegetation, 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.
 - Performing other related duties as required, such as assisting recreation staff with special event preparation.
 - Inspecting and removing invasive plants including Canada Thistle, Bush Honeysuckle, and Garlic Mustard plants in planting beds and along trails and wooded areas.
 - Removing graffiti on parking lot, trails, signage, or improvements.
 - Inspecting park bollards are properly secured and padlocked. Suggests to Park Maintenance Foreman when they need to be painted.
 - Regularly checking condition of wood decking surfaces of the lagoon boardwalk and composite decking structures of the trail bridges for board decking repair/replacements and other structure issues.
 - Inspecting operation of the 8 lagoon water generators. Report concerns to the Park Maintenance Foreman.
 - Inspecting Skatepark for cracks and caulking concerns. Remove Skatepark litter including around the perimeter area of the Skatepark.
- Enhance the environment and visitor experience by routinely monitoring for waste outside in the Carmel Clay Parks and 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.
- Keeps Carmel Clay Parks & Recreation trailhead and park areas clean and inviting by performing routine cleaning of park and 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 repairing on site if applicable.
 - Removal of waste and trash from various receptacles inside restroom facilities.
 - As needed, power wash picnic tables, benches, shelters, bike racks, drinking fountains, and trash receptacles.

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.

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

- Ability to perform addition, subtraction, multiplication and division.
- Ability to work in a close quarters trail environment while being aware of approaching users.
- 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.

CARMEL CLAY BOARD OF PARKS & RECREATION POSITION DESCRIPTION

- Ability to operate a variety of machinery, equipment and tools associated with park maintenance operations, blower, mower, edger, hedge trimmer, chainsaw, 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.