

City of Gladstone

Position Title: Maintenance and Janitorial Position
Department: Parks and Recreation Department
Wage: \$17.00/hour

FLSA Designation: Non-Exempt
Supervisor: Director of Parks and Recreation

Job Summary:

Work under direction of the Director and Assistant Director of the Parks and Recreation Department to perform all assigned duties.

This position requires a non-typical work week.

- a. Weekends, evenings, nights and holidays will be required as needed. No extra wage compensation will be given unless it is a designated paid city holiday as outlined in the Personal Policy and Procedures Manual.
- b. An average week will consist of 40 hours. If overtime is needed employee will be compensated at 1-1/2 times the rate of pay.
- c. Wage increase will be determined by Teamster Union Contract.

Essential Duties and Responsibilities:

Perform an operator check before operating/startup of equipment to ensure proper conditions, fluid levels, and safety during operation of any and all equipment.

Perform duties required to maintain all Parks and Recreation equipment and facilities including but not limited to: plumbing, electrical, carpentry, small engine repair and maintenance under supervision of Assistant Director.

Perform all Janitorial duties in park restrooms, recreation facilities and throughout the City as required by Director and/or Assistant Director

Perform snow plowing when necessary

Perform snow making when necessary during ski season at Gladstone Ski Hill

Operate zero turn Gravelly lawn tractors, John Deere 5320 tractor, push mowers, weed whips, 1 ton dump truck, hand tools, snow making equipment and any other motor-driven equipment.

Ability to make prompt efforts to resolve all resident and staff concerns related to facilities and conditions under the supervisors direction.

Required to use all safety precautions and wear appropriate safety equipment when performing duties

Perform all other duties as assigned

Desired Minimum Qualifications:

Minimum high school diploma or equivalent required.

Relevant four year college education degree preferred.

To qualify, there is no specific length of training or experience required; however, you must be able to demonstrate enough experience in your application to show you possess sufficient knowledge, skills, and abilities to perform the duties of this position without more than normal supervision.

Supervision Received:

Works under the general guidance and direction of the Assistant Director of the Parks and Recreation Department

Responsibility for Public Contact:

Daily contact Requiring courtesy, discretion, and sound judgment is needed

Licensing and Certification:

Driver's License is required for this position

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand for long periods of time, climb and work in overhead areas of generally 25 feet, and at times walk three miles at times. Employee responsible to lift up to and over 100 pounds, push and pull objects, carry objects in arms or on shoulders, grasp objects with fingers, reach using hands and arms, stoop and crouch regularly, move about on hands and knees, work in confined spaces, express ideas by spoken work and to have the ability to hear and perceive speech.

Specific vision abilities required by this job include, near acuity, and the ability to adjust focus.

Mental Requirements:

The mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee needs to have the ability to learn and comprehend complicated instructions and orientation to the job; employee required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements, must have the ability to understand the meanings of words and respond effectively; and must have the ability to perform basic arithmetic accurately and quickly.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is often performed outside requiring exposure to the elements; extreme heat or cold on a regular basis.

The noise level in the work environment is usually moderate at times and loud when near operating equipment.

The work performed requires exposure to workplace hazards on a regular basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This Job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.