



THE TOWN OF GYPSUM is accepting applications for **SIX SUMMER SEASONAL PARK MAINTENANCE POSITIONS** \$11.10 - \$14.12/hr. DOQ. Excellent opportunity for high school students looking for a summer job.

Performs routine manual work in the upkeep and maintenance of parks, including, but not limited to, mowing, seeding, fertilizing, watering, spraying, planting, trimming, pruning, sprinkling, general cleanup, aerating, and lifting of heavy objects.

Submit job application, resume and three (3) letters of reference to Attn. Human Resources Director, P.O. Box 130, Gypsum, CO 81637. Job description and application available online www.townofgypsum.com until filled. Equal Opportunity Employer

Posted 3/18/19



Job Description

Position: Seasonal Maintenance – Parks Division
Department: Public Works
Salary: \$11.10 - \$14.12/hr. DOQ
Benefits: No

EMPLOYMENT STATUS:

Summer Seasonal at-will, non-exempt position.

GENERAL STATEMENT OF DUTIES:

Perform a wide variety of duties relating to park maintenance and upkeep.

SUPERVISION RECEIVED:

Works under the direct supervision of the Parks Supervisor and other full-time Parks Maintenance personnel.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS:

- Assist in the maintenance and mowing of parks, greenbelt, and open space areas.
- Inspect, wash, and perform routine maintenance of park restrooms.
- Assist with maintenance of public facilities such as playing fields, volleyball courts, basketball courts, playgrounds, park restrooms, and picnic shelters.
- Painting of playground equipment and facilities as needed.
- Routine maintenance on lawn and power equipment.
- Plant and maintain landscaping, including lawns, trees, shrubs, and flowers
- Operate a motor vehicle and numerous pieces of light equipment
- Use a variety of hand tools such as brooms, rakes, shovels, weed trimmer, lawn mowing equipment, etc.
- Demonstrate proper and safe techniques of equipment operation and maintenance.
- Assist in setting up and taking down equipment for various Town functions
- Prepare facilities for park and recreation program use.
- Establish and maintain a professional and friendly working relationship with fellow employees, and the general public.
- Clean and care for the equipment used.
- Keep tool and equipment storage areas clean and organized.
- Perform a multitude of other duties as assigned by supervisor.

KNOWLEDGE, ABILITY, AND SKILL:

Knowledge:

- Lawn and landscaping equipment, including mowers, edgers, trimmers, miscellaneous hand, and power tools.
- Safety practices and protocol.

Ability:

- Follow both written and oral directions.
- Be punctual and show up every day willing to work.
- Be a team player.
- Perform strenuous physical labor under adverse weather conditions.
- Wear personal safety equipment such as ear protection, vests, safety goggles, etc.
- May be required to work some evenings and weekends dependent on Town functions.
- Drive a pickup truck, four wheelers/ranger, lawn, and landscaping equipment, including mowers, aerators, chainsaws, edgers, weed trimmers, miscellaneous hand, and power tools.

Skill:

- Oral and written communication.

ADDITIONAL REQUIREMENTS

- Must be physically capable of operating vehicles safely, possess a valid Colorado driver's license and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized to drive a Town vehicle or if the employee does not have personal insurance coverage. This position requires the ability to travel independently within and outside Town limits to perform the assigned duties and responsibilities.
- Must successfully pass a criminal background check.

MINIMUM QUALIFICATIONS

Education and Experience:

- Some landscape or park maintenance preferred.
- Willing to learn.

PHYSICAL REQUIREMENTS/WORK LOCATION:

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift and carry a maximum of 60 pounds. The employee is frequently required to stand, walk, sit, twist, balance, stoop, kneel, crouch and bend.

Work Location:

- Work is performed outside in all types of weather conditions. While performing the duties of this job, the employee is occasionally exposed to noise, wet conditions, lightning, and dirt.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions. This job description does not constitute an employment agreement with the employer and is subject to change by the employer as the needs of the employer and the requirements of the job change.

I understand the description of this job and the essential functions, as given above. I also understand that all the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature _____

Date _____