



## **JOB OPPORTUNITY**

### **ADEL PARKS AND RECREATION DEPARTMENT**

#### **PARK MAINTENANCE LABORER**

The City of Adel, Iowa is accepting applications for the position of Park Maintenance Laborer. Adel is a rapidly growing community of 5,100 located in Dallas County, Iowa. This full-time position reports directly to the Parks Superintendent. The position performs a variety of maintenance tasks. A complete job description is attached.

A high school diploma is required and prior experience in operating a variety of heavy and light equipment is necessary. The starting salary for this position is \$19.71-\$20.67 per hour DOQ. Work hours are Monday – Friday from 7:00 a.m. – 3:30 p.m. Some evening and weekend work is required. The City offers a comprehensive benefit package including health insurance and State of Iowa retirement (IPERS). Interested applicants must submit an application, cover letter, resume, and 3 references by Friday, April 24, 2020 at 4:30 p.m. to: Nick Schenck, Director of Park and Recreation, 301 South 10<sup>th</sup> Street, Adel, Iowa, 50003. For more information, call (515) 993-4525, or email [nschenck@adeliowa.org](mailto:nschenck@adeliowa.org) The City of Adel is an Equal Opportunity Employer. A link to more information and the job application can be found below.

<https://adeliowa.org/2020/03/parks-maintenance-laborer-job-posting/>

**CITY OF ADEL  
JOB DESCRIPTION**

**TITLE:** PARKS MAINTENANCE LABORER

**DEPARTMENT:** PARKS AND RECREATION **FLSA:** HOURLY

**DATE:** REVISED MARCH 2020

**REPORTS TO:** PARKS SUPERINTENDENT

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**PURPOSE OF POSITION**

Under supervision and direction of the Parks Superintendent, performs, all activities of the Parks Department. Assists with and, as directed, coordinates the daily activities of the Department by determining manpower, equipment, and material needs for specific jobs, providing instruction and guidance, and inspecting final results as necessary. Position is that of a “hands-on” operator, required to assume all duties and be proficient in all aspects of Parks Department functions and operations. Works within established policies and Department objectives.

**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.**

As directed, perform all daily operations of the Parks Department and coordinates activities with other departments as needed. Makes Superintendent aware of infrastructure needs when discovered.

Acting upon verbal or written instructions from the Superintendent, Director, Parks employees, Citizen complaints or written or verbal work orders. Inspects problem areas to determine the nature of work required and notify Superintendent of requirements.

Assures compliance with OSHA standards.

As directed and in collaboration with the Superintendent, maintains and monitors the City Parks and Athletic Fields, Cemeteries, and Wastewater Treatment Plant to assure they are clean and maintained for safe public use. Assists with emergency maintenance needs outside of normal business hours.

Planting/care of trees, shrubs, turf grasses, flowers and other plants.

Cut and remove trees/brush on public lands.

Attend workshops and special training seminars to increase knowledge and better practices of park functions.

Assists Superintendent to coordinate the activities of contractors working with City parks and enforces all regulations pertaining to the parks maintenance in the City in accordance with City Code.

Performs inspection for conditions on all city parks on at least a weekly basis, as directed. Make recommendations for repairs and replacement of equipment and infrastructure to the Superintendent.

In coordination with the Superintendent, supervise and provide in-service training/development of seasonal employees.

Working with the Superintendent, notes need and advises the Director on all materials for maintenance of equipment and operation of City parks. Performs all scheduled maintenance on the Parks Department equipment and other equipment, as directed.

Maintains city parks shop and storage buildings in a neat, orderly condition.

Maintains City sidewalks, walking paths, and parking lots of snow removal during the winter months.

Employee will be competent with all parks equipment and work zone safety qualified.

Able to work flexible schedule including evening, weekend and on-call hours.

Maintains professional competency by attending training and ensuring the achievement of necessary C.E.U. hours as required for his/her license, if appropriate. Must have or acquire CDL driver's license and CPO (Certified Pool Operator) license within six months of employment. Obtaining a pesticide applicators license is desirable.

Assist in the maintenance, start-up, chemical control, water testing, and closing of the Adel Family Aquatic Center.

Occasionally attend appropriate City Council, Park & Recreation Board, and committee meetings as directed.

Assists Superintendent and Park and Rec. Director with projects as required.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are minimal requirements for this position.

## **EDUCATION**

High school graduate with ability to operate the Department equipment competently.

**LANGUAGE ABILITY**

Ability to read, analyze, and interpret general periodicals, professional journals, or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints for citizens, regulatory agencies, or members of the business community.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts, apply basic concepts of algebra and geometry, and figure mathematical problems needed to do 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 regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Occasionally lift, push, and carry or pull moderately heavy objects of 30-50+ pounds.

**ENVIRONMENTAL ADAPTABILITY**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate to loud.