



**CITY OF GRIMES PARKS DEPARTMENT SEEKS
SEVEN MONTH PARKS MAINTENANCE WORKERS - \$20/hour**

The Grimes Parks and Recreation Department seeks **Multiple Seven Month Parks Maintenance Workers** in the Parks and Recreation Department from 4/1/2023 through 10/1/23.

Education/Experience: High School Diploma or GED. General experience in the operation and maintenance of light and medium construction and maintenance equipment or additional skills, training or education.

Skills: Ability to assist with construction equipment, calibration and operation of turf sprayers and spreaders, and knowledge of turf grass management principles.

Knowledge: General knowledge of tools and equipment including heavy, hand/power and electronic and leadership certifications preferred. Knowledge of turf grass management in commercial, recreational or institutional setting.

Other: 18 years old with valid Iowa driver's license.

TO APPLY:

All job offers are subject to background check. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website:

<https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted.



City of Grimes Job Description

A. Position Title Location

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| 7-Month Parks Maintenance Worker | GrimesPlex, North Complex, South Complex |
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B. Job Specifications

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| <input type="checkbox"/> Regular, Full-Time | <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Seasonal, From: April 1, 2023 |
| Department: | Parks and Recreation | To: October 1, 2023 |
| Reports to: | Sports Facilities Operations Manager | Bargaining Unit: n/a |
| Post Offer Testing: | Click here to enter text. | FLSA: Non-Exempt |
| Civil Service: | N/A | Hourly/Monthly Pay: \$20.00 per hour |

C. Job Description Summary

Under the general supervision of the Sport Facilities Operations Manager, operates a variety of light and medium duty equipment for the maintenance, mowing, operation, and construction activities related to athletic fields at the GrimesPlex, North Complex and South Complex. Will perform heavy manual labor when required. The nature of the work performed requires that an employee in this class establishes and maintains effective working relations with the Public Works Department, outside contractors, sports clubs, tournament directors, volunteers and the public. The principal duties of this class are performed at the GrimesPlex, North Complex and South Complex. Willing to work weekends and/or holidays when needed.

D. Routine Job Duties/Responsibilities

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| <i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i> |
| Maintains and repairs baseball/softball fields, soccer fields, common area, parking lots and other structures to sustain the sports facilities infrastructure. |
| Operates various vehicles and equipment such as: mowers, tractors, power tools and hand tools. |
| Conducts turf grass maintenance including soil prep and seeding. |
| Performs minor mechanical and maintenance service to assigned parks vehicles. Performs and documents daily equipment inspections in accordance with department policy. |
| Performs trash pickup, restroom cleaning, mowing and other facility and site maintenance tasks as assigned. |
| Assures that the City's missions, goals and objectives are fully initiated and supported. |
| Recommends turf renovation projects and grass seed mix for general and special use turf areas. |
| Performs other facility and site maintenance tasks as assigned. |
| Drives truck, utility tractor, or utility vehicle as needed. |
| Applies soil amendments. |

E. Periodic Job Duties/Responsibilities

Attends safety meetings and seminars as required and promotes workplace safety. Follows all City and department safety policies and procedures. May work independently with minimal supervision or act as lead person on small crews.

F. Qualifications

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| Education/Experience: | High School Diploma or GED. General experience in the operation and maintenance of light and medium construction and maintenance equipment or additional skills, training or education. |
| Skills: | Ability to calibrate and operate turf sprayers and spreaders. Ability to evaluate product performance and recommend changes in product selection and/or application. Ability to follow written and oral instructions. Ability to drive truck |
| Knowledge | General knowledge of tools and equipment including heavy, hand/power and electronic and leadership certifications preferred. Knowledge of turf grass management in commercial, recreational or institutional setting. |
| Licenses/Certifications: | Valid Iowa driver's license |
| Other: | Must be 18 years old. |

G. Working Conditions

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| Lifting Requirements: (Refer to Glossary of Terms) | Heavy work, exerting up to 100lbs of force occasionally, up to 50lbs of force frequently, up to 20lbs of force constantly to move objects. |
| Physical Requirements: (Refer to Glossary of Terms) | Stand or sit, walk, use hands/fingers, climb or balance, stoop, kneel, crouch or crawl, talk/hear, see, push/pull, reach and repetitive motion. |
| Safety Hazards: (Refer to Glossary of Terms) | Exposure to extreme temperatures, wet/humid conditions, dust, fumes, noise, vibration, mechanical hazards. |

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

| Action Required | Result | Date |
|---|---------------------------|---------------------------|
| <input checked="" type="checkbox"/> Reference Check | Click here to enter text. | Click here to enter text. |
| <input checked="" type="checkbox"/> Credit History | Click here to enter text. | Click here to enter text. |
| <input checked="" type="checkbox"/> Education/License Credentials | Click here to enter text. | Click here to enter text. |
| <input checked="" type="checkbox"/> Criminal Records | Click here to enter text. | Click here to enter text. |
| <input type="checkbox"/> Employment Verification | Click here to enter text. | Click here to enter text. |

J. Review

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| Compensation Review/Approval | Date: |
| City Administrator/Department Director Signature | Date: |
| Reviewed with Employee by: | Date: |

Employee Signature

Date: