

# City of Glenwood

## Job Description

Position: **Parks and Recreation Areas Assistant**

Department: Parks and Recreation Areas

Reports to: Park Superintendent

### Job Summary

Under the direction of the Superintendent maintains and repairs all City parks and recreation areas, excluding the Glenwood Aquatic Center. This includes all fixed and moveable equipment, storage facilities, shelters, restrooms, campground sites and natural resources found within City parks, as well as recreation areas such as; basketball, tennis, pickleball courts and baseball, softball, football and soccer fields. Must be able to work "on call" when needed. Performs other duties as required.

### A. Job Functions

#### 1. Essential Job Functions

- a. Maintains all seasonal and year-round facilities including: shelters, trails, sidewalks, roads, lakes, ball fields, courts, benches, picnic tables, playground equipment, campground sites, etc.
- b. Supervises and schedules part-time parks and recreational areas personnel and works with other City employees on coordinated projects.
- c. Attend Safety Committee meetings and insure that equipment, facilities and personnel meet and follow OSHA safety standards.
- d. Oversees the cleanliness of the park grounds by the collection of trash from park and campground containers and the collection of fallen branches.
- e. Develop and assist with grant preparations during the fiscal year.
- f. Purchase materials and/or supplies, generates and submits reports maintaining receipts and budgetary expenditures.
- g. Works with the public, Parks and Recreation Areas Board members, City, County and community agencies and groups to develop projects beneficial to the Parks and Recreational Areas.

#### 2. Specific Maintenance Functions

- a. Operate motorized vehicles and equipment during the maintenance of recreation fields, grass areas, trails, weeds, trees, walkways and removal of snow.
- b. Scheduled maintenance of equipment and tools used by parks and recreation areas personnel
- c. Repair and paint buildings, tables, benches, signage and other park equipment and features.
- d. Remove and replace concrete footings, bases and walkways when feasible.
- e. Perform semi-skilled tasks associated with plumbing and electrical fixtures, construction work and general maintenance.
- f. Operate motorized vehicles used to haul trash, debris, construction material or equipment.

- g. Assists in the development and maintenance of grounds, trails, and flower beds.
- h. For the safety of those using the parks, remove dead branches and trees and fallen branches.
- i. Control weeds following chemical application guidelines or using trimmers when necessary.
- j. Repair or install signage as needed.
- k. Assist in the planting of trees and provide necessary care.
- l. Perform related duties as directed by the Parks and Recreation Areas Superintendent.

## **B. Training**

### 1. Knowledge

- a. Knowledge of park maintenance and construction practices and methods.
- b. Knowledge of care requirements, watering, and fertilization needs of trees and grass.
- c. The use of “Restricted Pesticides” is prohibited, unless prior approval is given by the Parks and Recreation Areas Board.

### 2. Abilities

- a. Ability to safely operate motorized vehicles on a variety of surfaces.
- b. Ability to safely operate motorized and/or electrical hand tools.
- c. Ability to understand, follow, coordinate and provide written and oral instructions.
- d. Ability to perform manual labor tasks when required.
- e. Ability to make semi-skilled maintenance repairs on recreational and park facilities.
- f. Ability to perform basic carpentry, concrete, plumbing, electrical and similar maintenance activities.

### 3. Skills

- a. Skilled in the safe operation of a chain saw.

### 4. Education/Experience

- a. Must possess a high school degree or GED.
- b. Must possess and maintain a valid Iowa driver’s license.
- c. Must have previous work experience in a related field of employment.
- d. Must obtain a valid State of Iowa pesticide license with the appropriate category within six (6) months of employment and maintain said license during employment.