

Job Status: Non-Exempt; Part-time

Reports to: Public Works Director/Park & Rec Director

**Supervisory
Responsibilities:** No

I. GENERAL FUNCTIONS

Assists groundskeeper and parks and recreation staff in a variety of unskilled and semi-skilled tasks in the maintenance and operation of Park and Recreation programs, buildings, grounds, open spaces and parks for the City of Crete. Non-exempt, full-time, hourly position.

II. ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES

- Present clean, professional appearance.
- Uniforms, PPE, work clothes appropriate to the position.
- Assist groundskeeper and parks and recreation staff in maintenance of City properties and athletic fields such as mowing, seeding, watering, and trimming shrubs/trees to keep grounds hazard-free and attractive.
- Clean campgrounds and park restrooms, including maintaining sanitary toilets and sinks, ensuring proper toiletry items (toilet paper, paper towels, and soap) are fully supplied, wiping down walls, doors, and mirrors as needed.
- Assist groundskeeper and parks and recreation staff with landscaping duties such as planting trees/shrubs, proper care of new and existing plants, installing and/or repairing retaining walls, edging, tree trimming etc.
- Empty trash receptacles and pick up litter, limbs and debris. Haul all items to the transfer station, as needed.
- Safely operate mowing equipment and other park equipment.
- Safely operate leaf blowers, chain saws, and other power equipment.
- Inspect, maintain, and properly store all tools, vehicles and equipment.
- Assist in setting up facilities for public use.
- Assist in the construction of new parks facilities, including clearing, grading, drainage and foundation work.
- Prepare parks and swimming pools for openings and closings.
- Maintain buildings, non-surface roads, and parking lots.
- Report needed major repairs to the Parks and Recreation Supervisor and Groundskeeper.

- Maintain mental and visual concentration for extended periods of time.
- Maintain composure while working in a dynamic environment which may include upset, agitated or injured persons, and individuals of various ages and abilities.
- Provide guidance and discipline to park patrons according to city policies and procedures.
- Identify and report unsafe environmental, equipment and structural conditions.
- Provide excellent customer service, addressing park patron inquiries and concerns promptly and professionally.
- Utilize protective clothing, equipment and procedures as required by Federal, State or City regulations, or as required by insurance carriers for the City of Crete, or at the direction of a supervisor.
- Additional duties assigned by parks and recreation director.

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate, in a clear and concise manner, with persons of various ethnic backgrounds, education levels, age, and communication abilities.
- Knowledge of safe vehicle operation and maintenance.
- Ability to work without direct supervisor.
- Knowledge in lawn care and landscaping
- Operation of standard lawn care and light construction equipment and vehicles.
- Ability to meet the physical demands required by this position.

V. MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Nebraska driver's license.
- Proficient in English.
- Must be at least 17 years of age.
- Must be legally authorized to work in the U.S.
- Must pass criminal background check.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

This position will involve exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, fumes, and other substances. Requires frequent (defined as one to two thirds of the time) lifting of greater than 50 pounds. A full range of heavy work requires standing, walking, stooping, climbing, bending, etc. Working conditions include more frequent exposure to extreme temperatures (> 100 F and/or < 50 F) and loud noises related to maintenance, construction, equipment, machinery or power tools.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I acknowledge that I have read and understand the essential functions for the position of Janitor and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date