

Parks Full Time Job Description

Title: Full Time Laborer – Parks Department

Reports To: Street Commissioner – Parks Maintenance Supervisor

Paper applications are available at Speedway Town Hall, 1450 N. Lynhurst Dr, Speedway, IN 46224, or an online application may be found at: <https://www.speedwayin.gov/egov/apps/action/center.egov> . In the Feedback section, click on Speedway Public Works Pre-Application Form. Any questions please contact Mike Smith at msmith@speedwayin.gov .

Summary of Position

As the Parks Department has consistently acquired more responsibilities through increased park usage and park programming needs, this position is to assist, year-round with daily park maintenance to accomplish the tasks of meeting these responsibilities.

Duties and Responsibilities

- Applicant will receive daily job directives from Mike Smith - Parks Maintenance Supervisor
- Equipment Maintenance – Daily vehicle checks, ZTR mower repairs, Blade sharpening/replacement, Small engine oil changes/tune-ups, Benches/table upkeep
- Daily Grounds Cleanup – Playgrounds, Shelters, Grills, Parking areas, Tennis courts, Diamond dugouts, Trail surface and crosswalks, Checking and replacing all trash receptacles as needed
- Restroom Cleanup and stocking – Opening every morning, Washing down, Light replacement, Trash/Debris, Minor repairs
- Grounds Maintenance – Fence repair, Landscaping, Limb/Tree removal, Painting, Snow/Ice removal, Hedge trimming, Blowing/Removing debris from walking trails and playgrounds, Tennis net repairs, Light timer adjustments, Storm drain cleaning, Graffiti removal, Trash can repairs, Power washing
- Ball Diamond Maintenance - Play Surface prep (Tooth/Screen Dragging), Fence/Gate repair, Base Installation/Repair, Mowing and trimming
- Mowing/Trimmer – Meadowood Park, Leonard Park, Town Hall, Police/Fire, Fire station #2, Cadillac/Buick island

Qualifications

- Applicant must be able to work in year round outdoor conditions
- Applicant will be required to work a flexible schedule with Monday-Friday being the normal
- Applicant must be dependable and reliable and prompt
- Applicant must be mechanically inclined to address issues that need attention on site
- Applicant must have the ability to lift a minimum of 50 pounds chest high
- Applicant must conduct him/herself in a professional manor

- Applicant must promote good personal hygiene and appearance as a member of this organization
- Applicant should recognize that he/she is part of an organization that's here to serve the community of Speedway and provide to the best of their abilities a professional work ethic

TOOLS AND EQUIPMENT USED:

- Knowledge of operation and use of motorized vehicles and equipment, including dump truck, plow truck, pickup truck, utility truck, street sweeper, sewer cleaner truck, street roller, backhoe, skid-steer, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches, mobile radio, and phone.

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 the laborer 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit; climb or balance, stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative if those employee encounters while performing 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 usually works in outside weather conditions. The employee usually works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change.
- Start Date of February 2019 at a rate of \$15.00 an hour. A probationary period will be in effect. Details of the probationary period are published in the Personnel Policy Handbook.