



Job Posting Seasonal Park Maintenance

West Bloomfield Parks is looking for candidates to fill Seasonal Park Maintenance positions.

JOB SUMMARY: The Seasonal Park Maintenance position performs a variety of tasks involved in the general maintenance of park grounds, athletic fields and trails at all park sites throughout the township.

- Perform various park maintenance tasks such as mowing grass, pruning or removing trees, blowing leaves, mulching, athletic field grooming, litter and trash removal, landscaping, building and equipment maintenance.
- Assist recreation staff with community events.
- Perform other ground and building maintenance activities as needed.
- Must be professional in appearance.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

For a complete job description with primary duties and responsibilities, go to www.wbparks.org and click on About Us then Employment Opportunities.

HOURS: Full time or Part-time, 40 hours per week, April-November. Work shifts available are 7am-3:30pm or 2pm-10:30pm 7 days a week. Limited to 1200 hours per calendar year.

QUALIFICATIONS: Must be 18 years or older; or turning 18 within one month of hire in date. Must have a current driver's license and good driving history. (Driving record will be reviewed) Must pass a criminal history check as well as central registry clearance.

HOURLY RATE: \$13.00 - \$18.00 per hour

START DATE: Approximately April 1st, 2022

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Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900



TO APPLY: To be apply for this position, **please submit a completed application and resume to:**

Human Resources, West Bloomfield Parks

4640 Walnut Lake Road

West Bloomfield, MI 48323

hr@wbparks.org

Blank applications are available at West Bloomfield Parks. Download a copy online at www.wparks.org.



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248.451.1900

Job Description

Job Title: Part-Time Parks Maintenance

Department: Parks

FLSA Status: Part-time

Pay Grade: Grade 2

Position Description Summary:

The Part-Time Parks Maintenance I position performs a variety of tasks involved in the general maintenance of park grounds, athletic fields and trails.

Working Hours:

Typical work hours will be either a morning or afternoon shift, Monday through Friday. Some weekend work may be required. Work hours will be up to 40 hours per week.

Essential Function(s) of the Position:

The duties listed below 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 level and/or class of this position.

- Perform various park maintenance tasks such as mowing grass, pruning or removing trees, blowing leaves, mulching, athletic field grooming, litter and trash removal, landscaping, building and equipment maintenance.
- Assist with special events and other ground and building maintenance activities.
- Must be professional in appearance.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- At least 18 years of age.
- Valid State of Michigan Driver's License.
- Pass random drug screening.

Knowledge, Skills and Abilities:

- Ability to operate machinery and or hand tools needed to maintain the parks and trails.
- Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to exercise mature judgment and initiative in analyzing problems and recommending solutions.

Equipment, Machinery, Tools and Vehicles Used:

Hand tools, small and medium power equipment, zero-turn mower, backpack and riding leaf blowers, salt or brine spreader and power washer. Vehicles used include trucks and utility carts.

Physical Demands:

This position is primarily outdoors and therefore is required to be able to stand for periods of time and withstand the outdoors for long periods of time, in all elements.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, bend, reach and lift up to 70 pounds.

This is a safety sensitive position and drug screenings may be required.

Mental Demands:

While performing the duties of this position, employees are regularly required to use oral communication skills, analyze and solve problems, observe and interpret situations, learn and apply new information, and interact with members of the public and Commission staff.

Working Conditions:

Work involves exposure to dust, dirt, noise, cleaning chemicals, pesticides, hazards from power equipment and adverse weather when performing ground maintenance tasks. This position is exposed to extreme heat and cold when field time is required. Some travel is required to various park locations.

Reporting Relationships:

A person in this position will work under the immediate supervision of Full-time Parks Staff.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.