



Job Posting Parks Operations I

West Bloomfield Parks is looking for candidates to fill a Full Time Parks Operations I position. The Parks Operations I 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. This position also supervises the daily work assigned to seasonal maintenance staff.

This position includes a full benefits package including medical, dental, vision, 401a, flex spending account, vacation time, sick time, and personal business leave.

JOB SUMMARY:

- 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.
- Check in shelter, room, and athletic field rentals.
- 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, as well as minimum qualifications, go to www.wbparks.org/employment.

HOURS: Full time 40 hours per week, typical work hours for the months of April through October are 1:00pm-9:30pm or 2pm-10:30pm. Work hours for the months of November through March are 7:00am-3:30pm Monday through Friday. During the months of April through October, the employee will receive at least one full weekend off per month. Some overtime may be required throughout the 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 WAGE RANGE: \$20.02-21.85

TO APPLY: Please submit a completed application and resume on or before 4pm on December 1, 2023 to:

Attn: Human Resources
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Blank applications are available at WB Parks or complete an application online www.wbparks.org/employment



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



www.wbparks.org



info@wbparks.org



248.451.1900

Job Description

Job Title: Parks Operations I

Department: Parks

FLSA Status: Non-Exempt

Pay Grade: Grade 4

Position Description Summary:

The Parks Operations I position performs a variety of tasks involved in the general maintenance of park grounds and trails. This position also supervises the daily work assigned to seasonal maintenance staff.

Working Hours:

Full time 40 hours per week, typical work hours for the months of April through October are 1:00pm- 9:30pm or 2pm-10:30pm. Work hours for the months of November through March are 7:00am-3:30pm Monday through Friday. During the months of April through October, the employee will receive at least one full weekend off per month. Some overtime may be required throughout the year.

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 general grounds maintenance tasks such as mowing grass, pruning or removing trees, blowing leaves, mulching, applying pesticides and repairing sod.
- Maintain the West Bloomfield Trail to ensure a safe environment for all users. Duties include, but are not limited to, grading trail surfaces, pruning trees along the trail and inspecting trail surface for safety.
- Perform snow removal and salting of park sidewalks and parking lots.
- Supervise the daily activities of seasonal maintenance staff responsible for opening, closing, and maintaining the parks.
- Clean restrooms, portable restrooms and facilities.
- Perform general maintenance such as painting, cleaning gutters and washing windows.
- Organize park areas or facilities used for special events or rentals.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High school diploma or equivalent.
- Two to four years of related parks, landscape or grounds maintenance is required.
- First Aid and CPR Certification within six months of hire in date.
- State of Michigan pesticide applicator license or the ability to obtain such license within one year of hire in date.

- Valid State of Michigan commercial driver's license (CDL-A) or the ability to obtain such license within one year of employment.

Knowledge, Skills and Abilities:

- Knowledge of general grounds maintenance practices and procedures.
- Ability to operate machinery and or hand tools needed to maintain the parks and trails.
- Ability to maintain turf grass and athletic fields by operating large capacity mowers.
- Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to adapt and respond to multiple priorities and demands with varying deadlines.
- Ability to organize work and be able to work independently, as well as with a team.
- Ability to exercise mature judgment and initiative in analyzing problems and recommending solutions.
- Ability to operate various pieces of office equipment.
- Skills necessary to provide guidance, training, prioritize and review the work of assigned staff.
- Verbal and written communication skills.
- Good organizational skills with emphasis on detail.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Hand tools, small and medium power equipment, zero-turn mower, backpack and riding leaf blowers, fertilizer spreader, snow plow, chainsaw, wood chipper, salt or brine spreader, power washer, aerator, power auger, ladders and office equipment. Vehicles used include trucks, trailers, utility carts and tractors.

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 which requires Department of Transportation (DOT) screenings.

Mental Demands:

While performing the duties of this position, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents, 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 site locations, offsite meetings, continuing education opportunities and conferences.

Benefits:

This position is eligible for all benefits, including but not limited to medical, dental, vision, life insurance, long term disability, short term disability, flexible spending account, MERS, 401a, and 457 contributions.

Reporting Relationships:

A person in this position will report to the Park Operations Manager.

Seasonal maintenance staff report to this position.

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.