



2024 JOB POSTING

Park Maintenance

West Bloomfield Parks and Recreation Commission is filling our seasonal Park Maintenance positions for 2024!

JOB SUMMARY: Are you ready for an amazing job experience? We are looking for responsible and kind individuals who can be a great asset to our Park Maintenance team.

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.

HOURS: Typical work hours will be either a morning or afternoon shift seven days a week. Work hours will be up to 40 hours per week. Overtime may be required from time to time. This position is limited to 1400 hours per calendar year.

QUALIFICATIONS: Must be 18 years or older; hold a valid state of Michigan Driver's License. No degree or experience required.

HOURLY RATE: Starting rate \$15.75 per hour.

START DATE: Flexible.

TO APPLY: To be considered for this position, please submit a completed application and resume. See wbparks.org/employment for application.

HR Department
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available at West Bloomfield Parks or download a copy online at wbparks.org/employment.



Job Description

Job Title: Part-Time Seasonal Parks Maintenance

Department: Parks

FLSA Status: Non Exempt

Pay Grade: Seasonal C

Position Description Summary:

The Part-Time Parks Maintenance 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 seven days a week. Work hours will be up to 40 hours per week. Overtime may be required from time to time. This position is limited to 1400 hours per calendar 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 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.
- Clean restrooms, portable restrooms and facilities.
- Organize park areas or facilities used for special events or rentals.
- 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:

- No degree or experience required.
- At least 18 years of age.
- Valid State of Michigan Driver's License.

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 50 pounds.

This is a safety sensitive position and drug screenings and/or physical 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.

Benefits:

This position is ineligible for all benefits, including participation in the 401a.

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.