

## **Key Pen Parks**

PO Box 70  
Lakebay, WA 98349



*The key to your next adventure!*

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### **SEASONAL MAINTENANCE WORKER – 6 MONTHS (APRIL – OCTOBER)**

#### **SUMMARY:**

Under the direction of the Maintenance Field Supervisor this position is responsible for performing routine building and ground maintenance duties, to assist in the care, carpentry and other skills necessary to make repairs and maintenance of park buildings, facilities, athletic fields and grounds. Duties may include assisting in performing custodial and cleanup functions as required; cleaning restrooms, toilets, sinks, mirrors and walls; mowing, raking, edging, weeding, fertilizing and water lawns; planting, watering, trimming and pruning shrubs, trees and flowers as assigned; sweeping and blowing debris from walks and driveways; gathering and removing trash from grounds; preparing rooms or facilities for special functions; moving furniture, small bleachers, equipment and other objects as required; sweeping, mopping and cleaning floors; vacuuming carpets and rugs. Support special events with set-up, break-down and on-site assistance. Seasonal Maintenance Worker will be required to operate a Key Pen Parks vehicle. Other duties as assigned.

#### **WORKING CONDITIONS AND PHYSICAL ABILITIES:**

- This position works indoors and outdoors.
- Desire to learn, work on team, positive attitude.
- Provide good customer service to public users.
- Must be able to operate a variety of hand tools, power tools and maintenance equipment to perform tasks in a safe and responsible manner.
- Ability to operate, or ability to learn to operate mowers and basic landscape equipment in a safe and responsible manner.
- Must have good oral communications skills.
- This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, writing, grasping, repetitive motions and the ability to work outdoors for extended periods of time in all kinds of weather conditions, able to lift 75 lbs.
- Ability to respond and react to an emergency in an effective manner.
- Must be able to work independently with minimum supervision.
- Must be able to work a flexible schedule to include weekends, non-standard workweeks, split shifts, evenings and/or holidays

#### **ADDITIONAL REQUIREMENTS:**

- Must have a valid Washington State driver's license. Satisfactory driving record check is required.
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- If asked; must be willing to undergo a Medical/physical evaluation prior to employment, at Parks expense.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.
- Education equivalent to graduation from high school.
- Non-smoking workplace.
- Drug free workplace.
- Experience working in a park, public grounds maintenance, or related field desired

**DESIRED LICENSES AND TRAININGS (or ability to obtain after hire):**

- CPR /first aid training certification.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Salary: Begins at \$15.22 to \$18.96 per hour

Type of position: Full-time/40hr week. Summer work hours are 7:00 AM to 3:30 PM and regular hours are 8:00 AM to 4:30 PM. Assistance with evening gate closures may be required. Special events may be held evenings and weekends. Up to 6 month position, with April to October preferred.

**Criminal Conviction Standards:**

- The successful incumbent will have unsupervised access to a secured/confidential facility, computer system(s), unsupervised access to children and vulnerable adults. As a result, Key Pen Parks will be conducting an extensive criminal background check by law enforcement agencies.
- Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position: Washington State Department of Social and Health Services List of Disqualifying Crimes and Negative Actions  
<https://www.dshs.wa.gov/sites/default/files/bccu/documents/Secretary%E2%80%99sCrimesListforALLPrograms.pdf>