

Key Pen Parks

PO Box 70
Lakebay, WA 98349



The key to your next adventure!

MAINTENANCE ASSISTANT

SUMMARY:

Under the direction of the Maintenance 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. Maintenance Assistant will be required to operate a Key Pen Parks vehicle. This position is required to be able to make decisions based on knowledge and training in the field as issues arise. Other duties 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, tractors, mowers, backhoes and other heavy machinery 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 non-standard workweeks, split shifts, evenings and/or holidays

ADDITIONAL REQUIREMENTS:

- Must have a valid Washington State driver's license.

- 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 and experience working in a park, public grounds maintenance, or related field.
- Non-smoking workplace.
- Drug free workplace.

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

- CPR /first aid training certification.
- Washington State Public Pesticide Applicator's License.
- Traffic flagging 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 \$16.92 per hr. + 2% COLA in March (plus generous benefits)

Type of position: Full-time/40hr week.