

Key Pen Parks

PO Box 70
Lakebay, WA 98349

ph: 253-884-9240
fax: 253-884-9249



The key to your next adventure!

MAINTENANCE ASSISTANT (five-month)

SUMMARY:

Under the direction of the Maintenance Supervisor, this position is responsible for performing routine building and ground maintenance duties, and assisting in the care 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 watering lawns; planting, fertilizing, 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; and other duties as assigned. Maintenance Assistant will be required to operate a Key Pen Parks vehicle.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

- This position works indoors and outdoors.
- Must be able to operate a variety of hand tools and power maintenance equipment to perform assigned tasks.
- Must have good oral communications skills.
- Must be able to work independently with minimum supervision.
- Must be able to work a flexible schedule to include non-standard work weeks, split shifts, evenings, weekends, and/or holidays.
- 4TH of July and August softball tournament are required working events.
- This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, writing, grasping, the ability to work outdoors for extended periods of time in all kinds of weather conditions, and the ability to lift 50-100 pounds as required.
- Able to respond and react to an emergency in an effective manner.

ADDITIONAL REQUIREMENTS:

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

- Applicants must provide a driving abstract, if hired, from Department of Licensing, before driving Park District vehicles.
- Key Pen Parks has a policy to maintain a drug- and smoke-free work environment. This policy applies to all current and prospective employees.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

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, qualifications and objectives required of employees assigned to this job.

- Salary: \$13.50 - \$14.59/hour DOE
- Type of position: 40-hour weeks for five months
- Opening date: January 2, 2020
- Closing date: When filled