



JOB DESCRIPTION: SEASONAL MAINTENANCE

Salary Range \$14.29 - \$16.18/ 40 hours per week up to 5 months

Summary: Key Pen Parks is currently recruiting for Seasonal Park Maintenance positions. The positions may last for up to 5 months. Function as a team member in the maintenance of parks, athletic facilities, and grounds. Typical duties include athletic field preparation and maintenance; lawn and garden care such as mowing, raking, irrigation, fertilizing, and weeding; and janitorial duties, such as emptying trash receptacles and cleaning park restrooms. Open until filled with first review of applications on March 26, 2021

Work Environment: This position is based out of the Key Pen Parks' facilities; however, work may be performed off premises for assistance with programs and community events at various locations as part of Key Pen Parks' team. This position works indoors and outdoors.

SUPERVISION RECEIVED: Employee in this position is given primary direction from the Maintenance Supervisor; additional supervision and guidance may be received from the Executive Director.

Essential Duties & Responsibilities: *(The essential functions or 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 position.)*

- 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, 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. Maintenance Assistant will be required to operate a Key Pen Parks vehicle. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- 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.**
- This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, writing, grasping and the able to work outdoors for extended periods of time in all kinds of weather conditions, able to lift 50-75 lbs. as required.
- Able to respond and react to an emergency in an effective manner.
- Must have a valid Washington State driver's license.
- Key Pen Parks has a policy to maintain a drug and smoke free work environment. This policy applies to all current and prospective employees.

Ability to:

- Build open honest relationships with co-workers and elected officials; maintain confidentiality at all times
- Work as a member of a team while contributing to a harmonious work environment.
- Be able to multi-task and or work under pressure and with constant interruptions
- Work independently and make appropriate decisions regarding work methods and priorities
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion
- Communicate effectively, both orally and in writing; use tact and patience when communicating with the public
- Maintain records
- Work a varied and flexible schedule including early mornings, evenings and weekends
- Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement

Special Requirements:

- Successful completion of pre-employment criminal background check.
- Successful completion of pre-employment reference check.
- Valid WA State Driver's License with proof of satisfactory driving record.
- Have current CPR/First Aid or ability to obtain within 3 months of hire.

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: \$14.29 - \$16.18/hr. DOE

Type of position: 40hr weeks for maximum of five months

Opening Date: On going

Closing Date: Open until positions are filled

First Review of Applications is March 26, 2021