

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Park Person C - Headwaters</b>	Department:	Parks & Recreation
Requisition Number:	2025097		
Hours:	40 hours per week (Varies)	Rate of Pay:	\$23.5073 per hour
Date Posted Up:	1/9/2025	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

**SUMMARY**

Working under general supervision of the Supervisor of Facilities and Trades, incumbent is responsible for the care and maintenance of buildings, grounds, restrooms, facilities, and other assigned park areas. To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative samples of the knowledge, skills, and / or ability required. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**OPERATIONS/JUDGEMENT**

- Maintains the general appearance of city parks which include, buildings, facilities and grounds, athletic fields, and ball-diamonds;
- Performs all varieties of janitorial work;
- Reports all vandalism and items in need of repair;
- Directs the work of assigned employees and assists in the training of other employees;
- Maintains honest and accurate work reports and records as required;

**PREVENTATIVE MAINTENANCE**

- Cleans, strips, and waxes floors. Dusts, washes walls, and restroom fixtures as required;
- Picks up litter and debris from park grounds;
- Cleans public restrooms;
- Keeps work areas clean and orderly.

**EQUIPMENT MANAGEMENT**

- Maintains supplies for building cleaning;
- Maintains all equipment assigned in a safe operating condition;

**INFORMATION/COMMUNICATION**

- Works in harmony with fellow workers and maintains good relations with park patrons;

**MARGINAL FUNCTIONS**

Performs other duties as required.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

Incumbent assists the supervisor in supervising two (2) to three (3) employees, it could be more or less depending on peak periods or non-peak periods.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- High school diploma or G.E.D.
- Four (4) years janitorial and cleaning experience.
- Two (2) years operation of related floor care equipment: floor machine, high speed buffer, carpet extractor, pressure washer, and miscellaneous equipment. Knowledge and use of floor care products and cleaning products;

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Communicates well both orally and in writing;
- Operates vehicles and other motorized maintenance equipment to accomplish the above written duties;
- Ability to drive all vehicles related to this position including a one ton dump truck with equipment trailer;
- Works independently to accomplish related work tasks;
- Maintains acceptable attendance record.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as Safety Data Sheets, safety rules, operation and maintenance instructions, product label instructions and procedure manuals. Ability to write routine reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Operators License.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, lift 75 pounds and carry the weight a minimum of 50 feet, repetitive bending over, heavy lifting, pushing, and pulling usually performed in a non-sitting position with high manual dexterity. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Exerts effort for short periods of time, strain is not prolonged.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent is expected to carry out simple, repetitive routine assignments. Practical knowledge of the use of motorized maintenance equipment is required. Incumbent must understand the general work required in the maintenance and general appearance of assigned parks.

The working conditions are adequate with minimum seasonal exposure to dust, grass clippings, pollen, extreme temperature or severe outdoor weather conditions with minimum hazardous work conditions. Works in an outdoor environment year-round when requested. Available to work weekends and overtime throughout the year.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.