

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Relief Person – Facilities	Department:	Parks & Recreation
Requisition Number:	2018154		
Hours:	Winter: 7:00 a.m. – 3:00 p.m., Summer: 6:00 a.m. – 2:00 p.m. Overtime as required	Rate of Pay:	\$18.8364 per hour
Date Posted Up:	5-29-18	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

SUMMARY

Working under the general supervision of the Supervisor of Facility Management, incumbent is responsible for the care and maintenance of buildings, grounds, restrooms, facilities, and other assigned park areas. Incumbent directs the work of maintenance employees to accomplish general and/or specific tasks. Incumbent is responsible for assuming duties of park personnel as required. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Removes refuse from park areas and empties refuse containers;
- Collects and removes park litter, limbs, trash and various debris;
- Makes minor repair to facilities and equipment, and removes graffiti;
- Maintains and operates; tractors with attachments, truck with equipment trailer, other vehicles, snow removal equipment, and other equipment as assigned;
- Operates various power tools and hand tools such as: chain saw, string trimmer, snow blower, grinding wheel, floor buffer, and other equipment as assigned;
- Utilizes various chemical agents such as but not limited to: cleaning products and weed control products;
- Performs all facets of janitorial maintenance in park buildings, facilities, and restrooms;
- Mops, strips and applies wax or floor sealers and operate floor care equipment;
- Lifts 75 pounds and carries the weight 50 feet;
- Exerts effort for sustained periods, which usually involves heavy lifting, bending, pushing and pulling performed in a non-sitting position with high manual dexterity;
- Maintains equipment in a safe operating condition;
- Works independently in an outdoor environment year-round;
- Operates vehicles and other powered maintenance equipment to accomplish assigned tasks;
- Possesses a valid Indiana Chauffeur's Driver License;
- Assures the completion of all duties assigned to this position in a timely and efficient manner;
- Completes all required records, and work reports accurately, honestly, and in a timely manner.
- Directs the work of assigned employees and assists in the training of other employees;
- Reports any irregularities with facilities, grounds, or equipment to the immediate supervisor;
- Keeps all work areas clean and orderly;
- Maintains good public relations with all park patrons;
- Performs duties within the guidelines of work rules and safety policies of the City of Fort Wayne and the Parks and Recreation Department;
- Available to work overtime, weekends and holidays;
- Has proven acceptable work attendance record;

- Ability to pass the physical function screen for this position;
- Operates all equipment related to assigned tasks;
- Reads and writes English clearly;

MARGINAL FUNCTIONS

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

Directs the work of up to six employees when assigned. 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 general education degree (GED).
- One year experience in the following areas:
 - Maintenance practices relating to the operation of a municipal park system;
 - Operating various powered floor care equipment;
 - Knowledge of floor care maintenance techniques and the use of its products.
 - Experience in handling and the use of various janitorial products.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Must be able to write routine reports and correspondence.

MATHEMATICAL SKILLS

- Ability to add, subtracts, multiply and divides.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations,
- Incumbent is responsible for simple, routine, repetitive tasks. Work is performed under moderate supervision where instructions are relatively complete. Incumbent may recommend or request deviations from general instructions when necessary. The jobs' duties and tasks are of a limited amount of involvement in the overall operation of the Parks and Recreation Department.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Chauffeur's License;
- Valid Indiana Commercial Driver's License (CDL) to be held at the discretion of the Deputy Director – Parks Maintenance.

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 is frequently 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 taste or smell. Effort is exerted for sustained periods of time.

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 and janitorial related chemical odor, 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 or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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. 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.