

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Relief Person – Grounds	Department:	Parks & Recreation
Requisition Number:	2019202		
Hours:	7:00 a.m. – 3:00 p.m., may vary. Overtime as required	Rate of Pay:	\$19.4015 per hour
Date Posted Up:	10/4/19	Date Posted Down:	10/18/19
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the general supervision of the Supervisor of Grounds 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. 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.

- Maintains park grounds, which includes mowing, fertilizing, turf repair, tree and limb pruning, grinds stumps, tree removal, soil erosion and ground repair;
- Removes refuse from park areas and empties refuse containers;
- Collects and removes park litter, limbs, trash and various debris;
- Performs maintenance to all athletic fields, i.e. drags ball diamond infields, turf care, and maintenance;
- Makes minor repair to facilities and equipment, and removes graffiti;
- Maintains and operates; Toro 580D, 4100D, 62" and 72" riding mowers, tractors with attachments, refuse packer truck, dump truck with equipment trailer, other vehicles, snow removal equipment, and other equipment as assigned;
- Performs snow removal on sidewalks, roads, and ice skating ponds;
- Operates various power tools and hand tools such as: chain saw, string trimmer, snow blower, grinding wheel, and other equipment as assigned;
- Cleans restrooms and other facilities as assigned;
- Utilizes various chemical agents such as but not limited to: cleaning products and turf related products;
- Maintains equipment in a safe operating condition;
- Operates vehicles and other powered maintenance equipment to accomplish assigned tasks;
- 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.

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

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;
- Experience in handling and the use of various janitorial products.
- Operating and maintaining all turf equipment used by the Park Department;
- Experience relating to the maintenance of athletic fields and ball diamonds;
- General knowledge in the care and maintenance of turf;

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, subtract, multiply and divide.

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 Driver's License with a For-Hire endorsement.

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.

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. Incumbent works in an outdoor environment year-round when requested and is 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.