

City of Bedford

Department of Parks and Recreation

Job Description

JOB TITLE: Seasonal Labor

REPORTS TO: Parks and Recreation Foreman

NATURE OF WORK

The seasonal grounds maintenance position works mainly outdoors in a team environment, under the direction of the parks and recreation foremen, to maintain outdoor spaces and prepare athletic fields for play. This position is seasonal and may run from April 1- August 30, as needed or assigned. At times the position involves assisting with other programming i.e. setup of indoor spaces at Ellenwood Center.

GENERAL RESPONSIBILITIES

- Maintain a safe work environment
- Follow all equipment safety protocols
- Know and implement emergency procedures when necessary
- Mow, trim, edge greenspaces as directed
- Field preparation including repairing, dragging, lining, applying drying agent, etc. as directed
- Cleanup litter and empty trash
- Maintain playground apparatuses to ensure proper working order
- Maintain proper/safe levels of mulch in playground areas
- Assist with setup, takedown of special events
- Assist other city departments as assigned
- Perform cleaning duties as assigned/needed
- Maintain a positive image of oneself, the department and City of Bedford at all times
- Report to the foreman or parks and recreation department administration any inquiries or concerns brought by members of the public
- Develop a positive working relationship with department and City staff, participants/user groups and community members
- Report to the foreman or parks and recreation department administration any unsafe conditions or problems with facilities, programs, participants, coaches, instructors, etc.
- Must be dependable and maintain a good work record as to punctuality and daily attendance
- Maintain a clean and neat appearance
- Perform all other duties as assigned

QUALIFICATIONS REQUIRED

- Be able to perform all General Responsibilities satisfactorily
- Ability to remain alert at all times
- Ability to work with minimal supervision
- See Physical Requirements below

PREFERRED QUALIFICATIONS

- Valid Ohio driver's license

PHYSICAL REQUIREMENTS

While performing the duties of this job, the individual is regularly required to reach with hands and arms. The individual frequently is required to stand and/or walk and to use hands to handle, finger, feel or operate objects, tools or controls. The individual is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The individual will be required to speak and hear with regard to receiving supervision, performing supervision, working with others and communicating with the general public. The individual must frequently lift and/or move up to 50 pounds. The individual must have the ability to work out of doors for long periods of time in all weather conditions.

The City of Bedford conducts pre-employment screening which may include drug screening, criminal background check, and verification of work history, academic credentials, licenses, personal references and certifications. Other screening may be conducted based on the level of responsibility, access, and requirements of the position or department.

The City of Bedford is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability or military/veteran status in employment or provision of services.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.