

# **City of Adel Job Posting**

## ***Parks Maintenance Laborer***

The City of Adel, a growing suburb in the vibrant Des Moines metropolitan area with a population of approximately 6,153, is accepting applications for the non-exempt position Parks Maintenance Laborer. This is a full-time position reporting directly to the Parks Superintendent.

The Parks Maintenance Laborer performs a variety of maintenance tasks related to the City's parks, athletic fields, cemeteries, tree care, and other City facilities.

The incumbent will assist the Parks Superintendent in the daily activities of the Parks Department, be a hands-on operator of equipment, and assist with the training and coordination of seasonal staff.

The incumbent will also work on special projects and in conjunction with other City departments and with the Parks & Recreation Director, including assisting the Public Works Department as needed with tasks such as snow removal and emergency response.

A complete job description may be found at [www.adeliowa.org](http://www.adeliowa.org) and at Adel City Hall.

Must possess or be able to obtain within six (6) months a Certified Pool Operator's License (CPO). Obtaining a Pesticide Applicator's License is preferred.

Must possess or be able to obtain within six (6) months a Class B Driver's License.

A high school diploma or G.E.D. is required. Prior experience in operating a variety of heavy and light equipment is necessary. Some evening and weekend work is required.

The annual salary range for this position is \$44,000 to \$47,500, with a starting salary commensurate with qualifications and experience. The City offers a comprehensive benefit package including State of Iowa retirement.

Interested applicants must submit a cover letter, resume, and a City application (which may be found at [www.adeliowa.org](http://www.adeliowa.org)) to Anthony Brown, City Administrator, at [abrown@adeliowa.org](mailto:abrown@adeliowa.org) or by drop-box or mail to 301 South 10<sup>th</sup> Street, Adel, Iowa, 50003.

This job posting will remain open until the position has been filled. Interested applicants are encouraged to apply as soon as possible. An initial review of candidates will be completed on Friday, May 20, 2022, with interviews being scheduled shortly thereafter. For more information on this opportunity, please call (515) 993-4525 or email [abrown@adeliowa.org](mailto:abrown@adeliowa.org) or [nschenck@adeliowa.org](mailto:nschenck@adeliowa.org)

The City of Adel is an Equal Opportunity Employer.

# City of Adel

## Parks Maintenance Laborer

**Department:** Parks & Recreation  
**Reports To:** Parks Superintendent  
**FLSA Status:** Non-Exempt  
**Written By:** Nick Schenck  
**Approved By:** Anthony Brown  
**Council Review and Approval:** March 10, 2020  
**Staff Reformatting:** April 27, 2022

### **PURPOSE OF POSITION**

Under supervision and direction of the Parks Superintendent, performs all activities of the Parks Department. Assists with and coordinates as directed the daily activities of the Department by determining workforce, equipment, and material needs for specific jobs, providing instruction and guidance, and inspecting results, as necessary. Position is that of a “hands-on” operator, required to assume all duties and be proficient in all aspects of Parks Department functions and operations. Works within established policies and Department objectives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- As directed, perform all daily operations of the Parks Department and coordinates activities with other departments as needed. Makes Superintendent aware of infrastructure needs when discovered.
- Acting upon verbal or written instructions from the Superintendent, Director, Parks employees, Citizen complaints or written or verbal work orders. Inspects problem areas to determine the nature of work required and notify Superintendent of requirements.
- Assures compliance with OSHA standards.
- As directed and in collaboration with the Superintendent, maintains and monitors the City Parks and Athletic Fields, Cemeteries, and Wastewater Treatment Plant to assure they are clean and maintained for safe public use. Assists with emergency maintenance needs outside of normal business hours.
- Planting/care of trees, shrubs, turf grasses, flowers, and other plants.

- Cut and remove trees/brush on public lands.
- Attend workshops and special training seminars to increase knowledge and better practices of park functions.
- Assists Superintendent to coordinate the activities of contractors working with City parks and enforces all regulations pertaining to parks maintenance in the City in accordance with City Code.
- Performs inspection for conditions on all city parks on at least a weekly basis, as directed. Make recommendations for repairs and replacement of equipment and infrastructure to the Superintendent.
- In coordination with the Superintendent, supervise and provide in-service training/development of seasonal employees.
- Working with the Superintendent, notes need and advises the Director on all materials for maintenance of equipment and operation of City parks. Performs all scheduled maintenance on the Parks Department equipment and other equipment, as directed.
- Maintains city parks shop and storage buildings in a neat, orderly condition.
- Maintains City sidewalks, walking paths, and parking lots of snow removal during the winter months.
- Employee will be competent with all Parks equipment and work zone safety qualified.
- Able to work flexible schedule including evening, weekend, and on-call hours.
- Assist in the maintenance, start-up, chemical control, water testing, and closing of the Adel Family Aquatic Center.
- Occasionally attend appropriate City Council, Park & Recreation Board, and committee meetings as directed.
- Work on special projects and in conjunction with other City departments and with the Parks & Recreation Director, including assisting the Public Works Department as needed with tasks such as snow removal and emergency response.

## **QUALIFICATIONS**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are minimal requirements for this position.**

## **EDUCATION**

- High school graduate or G.E.D. with ability to operate equipment competently.

## **CERTIFICATIONS**

- Maintains professional competency by attending training and ensuring the achievement of necessary C.E.U. hours as required for their license, if appropriate.
- Must have or acquire CDL driver's license and CPO (Certified Pool Operator) license within six months of employment.
- Obtaining a pesticide applicators license is desirable.

## **LANGUAGE ABILITY**

- Ability to read, analyze, and interpret general periodicals, professional journals, or governmental regulations.
- Ability to write routine reports and correspondence.
- Ability to respond to common inquires or complaints for citizens, regulatory agencies, or members of the business community.

## **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts, apply basic concepts of algebra and geometry, and figure mathematical problems needed to do this position.

## **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 stand, walk, and talk or hear.
- The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, taste, and/or smell.
- Occasionally lift, push, and carry or pull moderately heavy objects of 30-50+ pounds.

## **ENVIRONMENTAL ADAPTABILITY**

- While performing the duties of this job, the employee is regularly exposed to outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock.
- The noise level in the work environment is usually moderate to loud.

*The duties described in this job description 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job.

While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel.

I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.

I also understand that this job description neither constitutes a contract of employment nor alters my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

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