



CITY OF WAUKEE
invites applications for the position of:

Athletic Facility Groundskeeper - Part-time

SALARY:	\$22.73 - \$29.91 Hourly
DEPARTMENT:	Parks & Recreation
OPENING DATE:	01/19/23
CLOSING DATE:	02/07/23 04:00 PM

JOB PURPOSE:

Under general direction of the Triumph Park Superintendent, performs maintenance work, and assists with oversight, coordination, and direction of seasonal staff involved in the high standards of upkeep of all grounds at Triumph Park and City owned athletic fields.

This is a Part-Time position and not eligible for benefits.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS:

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(Order of Essential Functions does not indicate importance of functions.)

- Follows standard operating procedures, City policy and department rules and regulations.
- Organizes seasonal staff in the performance of a wide variety of park and grounds maintenance work.
- Ensures that assigned crews comply with safety regulations, procedures and practices.
- Assists superintendent with turf management and infield skin maintenance of City owned athletic fields.
- Maintains and repairs grounds, batting cages, fences, and irrigation systems within Triumph Park.
- Maintains cleanliness and appearance of Triumph Park including restroom, concession and dugout areas, trash and litter removal, and general clean-up.
- Assists with general landscaping duties including tree, shrub and plant maintenance.
- Informs superintendent of low inventory of supplies including chalk, field dry, cleaning and paper supplies.
- Assists superintendent in routing of personnel and equipment to accomplish park maintenance goals.
- Inspects parks frequently to ensure maintenance and appearance standards are being achieved.
- Conducts general maintenance and repair work of equipment.
- Maintains direct communication with Triumph Park Superintendent and staff to ensure effective operation of park activities.

- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Influence the actions and opinions of others in desired direction, exhibit judgment in leading others to worthwhile objectives.
- Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
- Create positive energy in both individuals and groups to build high morale and group commitments to goals and objectives.
- Actively support all efforts to increase cooperation, communication, and collaboration between and among departments, staff members and the community.
- Establish and carry out specific courses of action for self and/or groups by organizing and prioritizing tasks.
- Familiarity with the rules of park etiquette.
- Utilize high level of conflict resolution skills with staff and guests.
- Display honesty, trustworthiness, dependability, and respectfulness at all times.
- Establish clear, open-minded, trustworthy, bias-free, and customer-focused communication to ensure a welcoming and inclusive environment.
- Uphold the Waukeee Parks & Recreation Mission Statement with integrity and professionalism.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed, and all staff members meet those standards while exhibiting consistent treatment of all staff.

QUALIFICATIONS:

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- High school diploma or GED required.
- Two years of experience in a related position.
- Experience leading and guiding staff and/or volunteers.
- Must possess, and have the ability to maintain a valid driver's license.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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- Able to maneuver along walkways, trails, and undeveloped areas up to two miles in length.
- Able to climb in and out of park equipment and other modes of transportation.
- Able to lift, carry, push, and pull up to 75 pounds occasionally.
- Must be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, businesses, and community members.

WORKING CONDITIONS:

- Work is performed inside and outside. Exposure to cold, heat and elements of weather and nature may be encountered.
 - Standard work hours, must be flexible and include evenings and weekends.
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