



**GRIMES SEEKS PARKS DEPARTMENT SEVEN-MONTH SEASONAL  
MAINTENANCE WORKERS FOR GRIMES PLEX**

The Grimes Parks and Recreation Department seeks multiple Seven-Month Grimes Plex Maintenance Workers in the Parks and Recreation Department from 4/1/2024 through 10/1/24. Positions are open until filled.

Ideal candidates will have experience in the operation and maintenance of light maintenance equipment or additional qualifying skills, training, or education. Key skills include the ability to operate and assist with construction equipment, knowledge of turf grass management principles, and athletic event preparation.

Candidates must be 18 years old with a valid Iowa driver's license. Pay starts at \$22.00/hour.

**Special Requirements**

A post-offer background check is required. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website: <https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted.

**City of Grimes Job Description**  
*Council Approval: March 14, 2023*

**Title:** Seven Month Maintenance Worker

**Department/Location:** Grimes Plex, Parks & Recreation

**FLSA/Pay Status:** Hourly

**Hourly/Annual Pay:** \$22.00/hour

**Reports to:** Sports Facilities Operations Manager

**Position Overview:**

Under the general supervision of the Sports Facilities Operations Manager, operates a variety of light and medium duty equipment for the maintenance, mowing, operation, and construction activities related to athletic fields at the GrimesPlex and occasionally the North and South Sports Complex. Will perform heavy manual labor when required. The nature of the work performed requires that an employee in this class establishes and maintains effective working relations with the Parks and Recreation Department, outside contractors, sports clubs, tournament directors, volunteers and the public. The principal duties of this class are performed at the GrimesPlex, North Complex and South Complex. Willing to work weekends and/or holidays when needed.

**Essential Functions:**

*(Description of Duty: Do not include if less than 5% of time unless essential. Be specific without giving explicit instructions on how to perform. Use accurate adjectives and only duties current to the position.)*

Maintains and repairs baseball/softball fields, soccer fields, common area, parking lots and other structures to sustain the sports facilities infrastructure.

Operates various vehicles and equipment such as: mowers, utility vehicles, power tools and hand tools.

Performs basic landscape techniques, including planting, pruning, weeding, and mulching.

Performs minor mechanical and maintenance service and performs and documents daily inspections to assigned parks vehicles and equipment.

Performs trash pickup, restroom cleaning, mowing and other facility and site maintenance tasks as necessary or assigned.

Assures that the City's missions, goals and objectives are fully initiated and supported.

Performs related work as required and assigned.

**Qualifications:**

Education/Experience: High School Diploma or GED. General experience in the operation and maintenance of light and medium maintenance equipment, or additional skills, training, and education that otherwise qualifies.

**Licenses/Certifications:**

Valid driver's license with access to transportation with insurance at required state levels to conduct business throughout the relevant areas.

**Skills:**

Ability to safely operate a variety of manual and mechanical tools and equipment.  
Ability to follow written and oral instructions.

**Knowledge:**

Knowledge of the programs and practices in a public recreational facility. Knowledge of the tools and equipment associated with sports fields in a public recreational facility.

**Working Conditions and Physical Requirements:**

Heavy work, with occasional ability to exert up to 100 pounds occasionally, up to 50 pounds frequently, and up to 20 pounds of force constantly and move objects.

Stand or sit, walk use hands/fingers, climb or balance, stoop, kneel, crouch or crawl, talk/hear, see, push/pull, reach and repetitive motion.

Exposure to outside extreme temperatures, wet/humid conditions, dust, fumes, noise, vibration, and mechanical hazards.

*The City of Grimes is an Equal Opportunity Employer. This job description reflects the administration's assignment of essential functions, and nothing herein restricts the administration's right to assign duties and responsibilities to this job at any time. This job description is not a contract for employment.*