



BISMARCK PARKS AND RECREATION DISTRICT GENERAL MAINTENANCE OPERATIONS DIVISION

Position Announcement for the 2018 summer season

Position Description

Occupation: General Maintenance

Job Type: Seasonal

Starting Wage: \$12.75/hr

Hours per week: 40 (weather dependent)

Seasonal Period: April-October

To Apply: Application can be found at www.bisparks.org/jobs



About Us

The **vision** of the Bismarck Parks & Recreation District is to be the leader and premier provider of public parks, programs, facilities and leisure services.

Our **mission** is to work with the community to provide residents and visitors the highest quality park, program, facility and event experience.

Our **core values** accountability, collaboration, community, diversity, integrity, and professionalism.

EOE

Job Requirements

- Must be reliable and conscientious.
- Although you will be assigned to a certain crew, your job description is “General Maintenance” and you may be called upon to do a variety of tasks.
- Valid driver’s license is required.
- Applicants must be at least 18 years of age.
- Applicants must pass a background check prior to being hired and starting work.
- Employee will represent the Bismarck Parks and Recreation District in a positive manner at all times.
- We provide T-shirts and caps and any safety gear that is required to complete any job we instruct you to do. You will be expected to wear clean full-length pants that are not tattered or torn. You will also be expected to wear job appropriate footwear. Tennis shoes are not acceptable.
- Employee must possess the capability to lift and carry objects up to 50 pounds alone or heavier lifting with other employees.
- **Park Operations:** normal work hours are 7:00 a.m. to 3:30 p.m. Monday through Friday, however hours scheduled to work will vary depending on need. You will be required to work weekends when scheduled. After 40 hours, we pay overtime at a rate of 1 ½ times your regular hourly wage.
- **Athletic Field Maintenance:** normal work hours are 8:00 a.m. to 4:30 p.m. Monday through Friday; weekend hours will be required based on scheduled events. After 40 hours, we pay overtime at a rate of 1 ½ times your regular hourly wage.

Essential Functions / Job Assignments – Seasonal Maintenance

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

- Employee may be accountable to handle skilled assignments; however, all seasonal staff are expected to accept any assignments from Operations Division Full – Time employees.
- Employee is responsible to inform a supervisor of job related problems, damaged equipment, building damage, potential safety violations, and to keep the supervisor informed of current work assignment progress.
- Employee is responsible for safe and efficient operation of equipment, tools, and chemical handling.
- Employee may be called upon to clean rest rooms, make garbage runs and other laboring type assignments.
- Employee is expected to be punctual and reliable in regard to assigned start times.
- Employee will assist individuals and groups as needed within the policies and procedures of the Bismarck Parks and Recreation District.

Job Summary and Responsibilities

Mowing Crew: Responsibilities include operation of tractors and self- propelled turf mowers in parks, open spaces, greenways, around facilities and other public property. Employment period is approximately May through Oct.

Landscape Crew: Weed, water flower beds and maintain shrubbery beds in city parks boulevards. Water young trees in parks, boulevards and other public lands. Employment period is approximately May through September.

Equipment Maintenance Assistant: Assist Equipment Maintenance Specialist with general maintenance repairs of equipment and vehicles, run for parts and other duties as assigned. Employment period is approximately May through Oct.

Athletic Field Maintenance: Responsibilities include operation of trucks, tractors, hand tools and other equipment while maintaining and upkeep of softball, baseball and soccer fields. Maintenance and repair of irrigation systems at athletic field experience is beneficial. Employment period is May through September.

Park Maintenance: Operate string trimmers and push mowers in parks, and other public property. Responsibilities include cleaning restrooms, park shelters, pruning, trimming, pesticide application, litter control and general maintenance. Employment period is May through August.

Spray Applicator : Responsibilities include spraying noxious weeds in parks, athletic fields, along trails, and undeveloped properties owned and managed by the park district. The operation of pickups, utility vehicles, pumps, and various spray equipment will be required. The position will also be required to perform park maintenance duties as assigned. Employment period is May through September.