



BISMARCK PARKS AND RECREATION DISTRICT EQUIPMENT MAINTENANCE ASSISTANT

Position Announcement for the 2018 summer season

Position Description

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** are accountability, collaboration, community, diversity, integrity, and professionalism.

EOE

Overview: Assist the Equipment Maintenance Specialist with general repairs of park district equipment and vehicles such as oil changes, tire changes, sharpening blades, purchasing parts at local suppliers, haul equipment, maintenance shop/yard cleanup and other duties as assigned.

Job Type: Seasonal

Starting Wage: \$12.75/Hour

Hours per week: 40 (weather dependent)

Seasonal Period: May through September

To Apply: Application can be found at www.bisparks.org/jobs for more information contact Tony Schmitt @ 701-222-6464 or email ttschmitt@bisparks.org

Job Requirements

- Must be reliable, responsible and conscientious.
- As a general maintenance employee, 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 before starting work.
- Employee will represent the Bismarck Parks and Recreation District in a positive manner at all times.
- Employee must be capable of lifting and carrying objects up to 50 pounds alone or heavier amounts with the assistance of other employees.
- We provide T-shirts, caps and any safety gear that is required to complete assigned tasks. Employee will be expected to wear clean full-length pants that are not tattered or torn. Employee will also be expected to wear job appropriate footwear. Tennis shoes are not acceptable.
- 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. Employee 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.

Essential Functions / Other Duties and Tasks

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 responsible for performing skilled assignments; all seasonal staff are expected to accept any assignments from Operations Division Full Time Employees
- Employee is responsible for informing 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 to perform other general maintenance work 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.