

Raytown Parks & Recreation Department

Position Opening Announcement

Posted	April 23, 2019
Job Title	Seasonal Maintenance I
Job Description	Performs a number of unskilled tasks related to maintenance and construction of property, facilities, and equipment (i.e., lawn maintenance, trash and litter collection, etc.)
Hours	24 – 40 Hours/Week
Length of Work	2 – 3 Months but maybe extended
Wage	\$10 - \$12/Hour based on applicants skill set
Position Class	Seasonal
Work Schedule	7 am to 3:30 pm Monday thru Friday, plus occasional weekends (averaging 4 hours per day).
Minimum Requirements	Current Driver's License with good driving record. Ability to pass drug screen, physically fit and 18 years or older. Dependable transportation to and from work.
Essential Functions	Sight, hearing, speech, physical endurance for long-periods of strenuous work, mobility for climbing and moving over various terrain, routine two-handle functions, lifting up to a minimum of 100 pounds, use and operation of vehicles, equipment and tools.
Benefits	None
Application Procedure	<ol style="list-style-type: none">1. Complete employment application. One can be obtained from address listed below or at www.raytownparks.com.2. Submit completed application to: Raytown Parks & Recreation 5912 Lane Raytown, MO 64133
Contact Information	816-358-4100
Application Close Date	Until Position(s) is filled.

**RAYTOWN PARKS AND RECREATION DEPARTMENT
POSITION DESCRIPTION**

TITLE: Maintenance Worker I Seasonal

STATUS: Non-exempt
Regular and Seasonal

REPORTS TO: Maintenance Supervisor

SUPERVISES: None

DESCRIPTION OF TASKS:

GENERAL: Performs a number of unskilled tasks related to maintenance and construction of property, facilities, and equipment owned and managed by the Department.

PROPERTY AND FACILITIES:

- Performs routine custodial maintenance inside facilities such as dusting items and surfaces, washing walls, floors, and windows, cleaning restrooms, vacuuming carpets, and other tasks as assigned by the Maintenance Supervisor.
- Performs outdoor maintenance functions on grounds and facilities such as sweeping, mowing, raking, trimming, shoveling, litter and trash collection, painting, nailing, and other tasks as assigned.
- Safely operates and maintains light equipment such as light trucks, riding and push mowers, weed eaters, blowers, and an assortment of hand power tools.
- Maintains the necessary paperwork and forms required by the job and/or the task.

HUMAN RELATIONS:

- Assists and supports Maintenance Workers I, II and III in the projects and tasks assigned, and cooperates and communicates effectively with all other staff so as not to disrupt the working environment or create an unsafe condition.
- Is courteous and helpful to the public and the participants in the Department's programs and activities.

QUALIFICATIONS:

- Ability to work outdoors in all types of climate and working conditions.
- Working knowledge of basic maintenance and construction tools and equipment.
- Experience in building and grounds maintenance.

- Willingness and ability to learn and perform new skills and responsibilities.
- Ability to listen, understand, and retain verbal instructions and then take appropriate action.
- Ability to cooperate and communicate effectively with other staff.
- Timely and dependable in work attendance and function.

Essential functions include: sight, hearing, speech, physical endurance for long periods of strenuous work, mobility for climbing and moving over various terrain, routine two-hand functions, lifting up to 100 pounds, operating vehicles, equipment, and tools.

This document is a position description only, and is not, nor can it be implied to be a contract of employment.