



JOB ANNOUNCEMENT

- POSTING DATE:** April 9, 2010
- POSITION TITLE:** **PARK AIDE III** (Temporary/Seasonal)
- POSTING NUMBER:** 0410-PTPARKIII
- SALARY RANGE:** \$11.86–\$15.50 per hour
- HOURS:** Fewer than 20 hours per week; work hours will vary, including evenings and weekends. Seasonal position, less than 120 days' duration.
- GENERAL DUTIES:** Performs varied duties involving the maintenance of park facilities and grounds; performs related work as required.
- EXPERIENCE & TRAINING:** Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the required duties.
- NECESSARY REQUIREMENTS:** Minimum age 18 years. Requires valid Oregon driver's license; safe driving record; possession of or ability to obtain first aid and CPR certificates.
- HOW TO APPLY:** Willamalane requires a completed application form for each position. Application materials may be obtained online at www.willamalane.org or at the Willamalane Community Recreation Center, 250 South 32nd Street, Springfield, Oregon, between 8 a.m. and 6 p.m., Monday through Friday, except holidays.
- POSITION START DATE:** On or around May 15, 2010.
- CLOSING DATE:** **When position is filled**

**DRUG-FREE WORKPLACE
EQUAL OPPORTUNITY EMPLOYER**



PARK AIDE III Nonexempt

GENERAL STATEMENT OF DUTIES: Performs varied duties which may involve the cleaning and maintenance of park grounds and facilities; and/or assisting park rentals; and/or monitoring park sites and facilities; and/or evening closures of Districts restrooms, facilities and gates; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this classification performs general labor on park grounds and facilities. Work is performed under the supervision of a Park Program Manager, although the incumbent may perform work under the lead of other Park Services staff. Supervision is not normally a responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED: (Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Performs general grounds maintenance which may include operating a riding trim mower, hand-mowing, edging, weeding, fertilizing, pruning, mulching, planting, and watering of District trees and shrub beds; playground maintenance and removal of graffiti in the District's parks and open spaces.
- Operates hand and power tools to trim hedges, edge lawns, and clean paved surfaces to remove grass and leaves.
- Provides assistance with carpentry and painting work on tables, shelters, benches, and other equipment.
- Removes debris and litter from sidewalks, park grounds, and parking lots. Cleans and stocks restrooms on a daily basis.
- Monitors park grounds and facilities, and provides security for the summer concert series and other District special events.
- Reports inappropriate activity, vandalism, or broken equipment to responsible party.
- Helps Park Services staff coordinate and ensure that park grounds and facilities are in clean, safe, functional condition.
- Consistently maintains a courteous and helpful manner to staff, patrons, and the public.
- Prepares and maintains the District's baseball and softball fields for practice and game play, including dragging, harrowing, and watering playing surfaces; marking and maintaining batters' boxes and field lines; and measuring and installing bases. Responsible for identifying and eliminating safety hazards at the fields.
- Performs other job-related duties or tasks as required.

DESIRABLE QUALIFICATIONS:

KNOWLEDGE: Some knowledge of the methods, materials, and tools used in park maintenance and repair; safety practices and precautions in performing responsibilities.

SKILLS: The operation of a riding trim mower, as well as hand and power tools used in performing required duties. The ability to work with the public concerning dogs off leash and use of alcohol on District property.

ABILITIES: Understand and follow oral and written instructions; work in adverse weather conditions; deal courteously and tactfully with the public; establish and maintain an effective working relationship with other employees and the general public.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 50 pounds on a regular basis such as boxes, bags, small equipment, etc. Manual dexterity and coordination are required over 75% of the work period. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

EXPERIENCE AND TRAINING: Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

NECESSARY SPECIAL REQUIREMENTS: Valid Oregon driver's license; safe driving record; possession of or ability to obtain current first aid and CPR certification. Because this job is considered safety sensitive, a drug screen test will be required prior to employment.