



Job Title: Seasonal Parks & Recreation Worker
Department: Parks & Recreation
Reports to: Park Foreman, Greenhouse / Nursery Coordinator
Type: Seasonal Part-Time
Classification: Hourly, Non-Exempt
Adopted/Revised: February 28, 2018

POSITION SUMMARY:

This is a seasonal part-time position from March through November. The responsibilities of a Seasonal Parks & Recreation Worker may vary from individual to individual. Tasks may consist of assisting in the maintenance of all Township park property and recreational facilities; maintaining garden beds and landscaping in Delhi Township's parks, buildings, and street right-of-ways; and operating landscaping and lawn mowing equipment.

POSITION FACTS:

Weekend Work Required:	Yes
Shift Work Required:	Yes
Overtime:	Possibly Required
Covered by Collective Bargaining Agreement:	No

RELATIONSHIPS AND CONTACTS:

The Seasonal Parks & Recreation Worker may work under the direct supervision of the Park Foreman or the Greenhouse / Nursery Coordinator. The Seasonal Parks & Recreation Worker must maintain a positive working relationship with all co-workers and must have the ability to communicate and work effectively with all other Township employees, volunteers, residents, and the public.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:

The primary location of this job is Delhi Park (5125 Foley Road), but also involves all Township parks, recreational facilities, and Township properties. This position requires the Seasonal Parks & Recreation Worker to work out of doors, at times under extreme weather conditions. The Seasonal Worker must maintain the physical condition appropriate to the performance of assigned duties and responsibilities which include standing for long periods of time; walking over rough terrain; bending, crouching, or squatting; pushing, pulling, or lifting heavy objects weighing up to 100 pounds; climbing stairs / ladders; and operating assigned equipment. The Seasonal Worker will be exposed to air contaminants, dirt, electrical hazards, temperature extremes, noise, toxic materials, and vibrations.

ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Keeps all areas of the park and its facilities clean, free of litter, safe, and in good repair.
2. Assists in maintaining park property, mowing grass, trimming and performing general landscaping duties.
3. Assist in the installation and maintenance of all plant material in the township.
4. Coordinates the work of volunteers within the park system as it pertains to landscaping and gardens.
5. Prepares athletic fields and other recreational facilities.
6. Performs basic painting work.
7. Assists in the repair or construction of bridges, fences, signs, tables, etc.
8. Assists in the development of special events and educational programs.
9. Observes and reports plant damage and disease as well as all other garden maintenance issues.
10. Takes the initiative to report problems to superiors.
11. Performs various manual labor tasks as instructed.
12. Operates equipment including, but not limited to: trucks, mowers, tractors and power tools.
13. Educates the public by answering questions and providing advice on landscaping matters.

14. Report for duty dependably and punctually.
15. Attends and successfully completes assigned training.
16. Performs other related duties as directed by supervisors.

TOOLS AND EQUIPMENT:

Must be able to operate vehicles and power equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, sod cutter, weed eaters, and pruning saws. Must be able to use common hand and power tools, including but not limited to, drill, saws, screwdrivers, and hammers. Must be able to care for established lawns by mulching, aerating, weeding, trimming, or edging around flower beds, walks, or walls.

TEAMWORK AND PARTICIPATION:

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Parks & Recreation Department.

MINIMUM QUALIFICATIONS:

Must possess and retain a valid driver's license and be insurable through Delhi Township's insurance carrier. Must be able to report for duty dependably and punctually. May be required to have a general knowledge of plant material and gardening techniques.

SELECTION PROCESS:

Applicants may be required to submit cover letters, resumes, and applications. All applicants may be subject to a general proficiency exam to establish an interview schedule. Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug test and background check.