WEST POINT CITY

JOB POSTING

Parks Worker I and Parks Worker II

POSTING DATE: March 16, 2020

POSITION: Parks Worker I & Parks Worker II

HOURS: 40 hours/week (schedule may vary)

CLOSING DATE: Open Until Filled. May Close at Any Time.

Applications will be reviewed as received.

DUTIES AND RESPONSIBILITIES: This is an at-will, seasonal, temporary, non-exempt position under the direction of the Public Works Field Operations Manager or Parks Lead. This position performs a variety of skilled duties related to the construction, installation, maintenance, upkeep and repair of buildings, recreation facilities, general operation and maintenance of the City Parks, facilities, and properties within West Point City. In addition to Park/Public Works assignments, will work as an active member of the Public Works crew.

- Day-to-day park, cemetery maintenance, custodial duties, and grounds projects during summer months.
- Operate a variety of hand tools and small power equipment as needed.
- Assists in the maintenance of area grounds, structures, and equipment.
- Uphold a positive image when interacting with the public in conversation and appearance.
- Perform other duties as assigned or apparent or delegated.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with City parks, cemetery, City Hall and gateway properties and maintenance standards.
- Proficient in the operation of a variety of hand tools and small power equipment such as jack hammers, weed eater, lawn mower, roller, compressors, packing machine, threading machine, tapping machine and tampers, etc.; cleanse tools and equipment to assure proper working order.
- Ability to communicate ideas, recommendations, and instructions clearly and respond to user complaints.
- Ability to communicate one-on-one with co-workers and staff, supervisors and the public.
- Ability to maintain a good working relationship with fellow employees, supervisors, and the public.

MINIMUM REQUIREMENTS:

- Must be 16 years or older and possess a valid driver’s license and have an acceptable driving record.
- Must be able to read, speak and comprehend in English and understand simple instructions and short correspondence.
- Ability to work outside in extreme heat or cold.
- Ability to operate a variety of hand tools and small power equipment.
- Reliability and good attendance.
- Positive work attitude; enthusiastic, confident, outgoing, helpful and committed.

PHYSICAL DEMANDS:

- Working environment can vary. May require considerable field work involving exposure to extreme climatic conditions. Also subjected to high levels of noise, vibration, fumes, odors, dust and smoke. Work involves regular exposure to substantial hazards (high discharge pumps, paint sprayers and 5-gallon paint cans.)
- Ability to perform strenuous manual labor. Regularly requires the lifting and carrying of items weighing 75 pounds or more.
- Reasonable accommodations may be made to enable an individual to perform the essential functions.

 HOW TO APPLY: WEST POINT CITY EMPLOYMENT APPLICATION MUST BE SUBMITTED TO BE CONSIDERED*

APPLICATION AVAILABLE ON-LINE: www.westpointcity.org

NOTICE: DUE TO PREVENTABLE MEASURES REGARDING THE COVID-19 PANDEMIC, CITY HALL IS RESTRICTED TO INCOMING TRAFFIC. YOU MAY SUBMIT YOUR APPLICATION VIA EMAIL AT HR@WESTPOINTCITY.ORG, MAIL, OR USE OUR DROP BOX LOCATED IN THE NORTHEAST CORNER OF THE PARKING LOT.

**Equal Opportunity Employer:** The Human Resources Office will provide reasonable accommodations for any applicant during the examination and selection process. If you, due to disability, need any assistance to do such, please call 801-776-0970. West Point City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provision of services.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified and in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

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