

PARKS AND RECREATION PART-TIME CASUAL WORKER (rev July 19, 2016)

Position: A part-time, hourly position as Parks and Recreation Casual Worker for the Oakland Township Parks and Recreation Commission (PRC). This position's duties are to perform monitoring, custodial, maintenance, and repair activities involving park and recreation facilities, grounds and programs. A variety of Oakland Township Parks and Recreation programs and services are offered outside the typical nine-to-five workweek therefore, we are seeking an individual who desires and is willing and able to work evenings, weekends and holidays as well as a typical 40 hour work week.

Supervision/Organization: The Parks and Recreation Casual Worker will be directly supervised by the Parks Maintenance Foreman and Recreation Manager. The Parks Maintenance Foreman and Recreation Manager reports to the Parks and Recreation Director and the PRC which is responsible for approximately 1100 acres of park land and recreation facilities as well as the Oakland Township portion of the Paint Creek Trailway.

Responsibilities: **Duties may include but are not limited to the following major responsibilities:**

- Monitors participants, facilities and grounds during park and recreational programs and special events.
- Assists staff in coordination of maintenance and operations of athletic fields and recreational facilities.
- Sets up and takes down recreation equipment and monitors condition of equipment and facility.
- Assists maintenance staff in winter recreation facility maintenance including but not limited to snow removal from asphalt pathways, ice rink resurfacing, and sled hill maintenance.
- Prepares soccer fields for game time for rentals including a variety of field setups and breakdowns including (trash cans, benches, goals, nets, flags, signs, etc.).
- Acts as a point of contact for soccer related questions.
- Observes recreation facilities and participants which requires visual and hearing acuity to ensure safety procedures and usage procedures are followed.
- Assists park patrons by monitoring site traffic and parking lot at high-use times.
- Assists in maintaining park structures and grounds including play structures, outbuildings, picnic pavilions, storage buildings, restrooms, fencing, stairs, signs, parking lots, landscaping, trails, boardwalks and recreation facilities such as recreation areas, sled hill, ice rink, athletic fields and courts.
- Safely operates park truck, snow blower, golf cart, gator and trailer, hand and power tools.
- Maintains safety and repair records and reports.
- Regularly removes trash from parks as well as picking up debris and materials.
- Participates in special park programs such as Goodison Good Tyme, Winter Carnival etc.
- Willingness and ability to follow proper Personal Protection Equipment (PPE) protocol.
- Willingness and ability to attend educational seminars and training opportunities related to job duties.

- Appropriately responds to emergencies which occur on municipal property.
- Maintains good relations with the general public and law enforcement officers.
- Provides accurate information to the public regarding the Township parks.
- Other duties as assigned.

Qualifications:

Required Education, Experience, Knowledge and Abilities

High school graduate or GED.

Minimum two years working knowledge of facility and grounds maintenance. Minimum one year working knowledge of athletic field operations.

Must be willing and able to work a flexible schedule consisting of nights, weekends and holidays based on soccer field rental schedule and availability of winter outdoor recreation facilities (sled hill and ice rink) as well as a typical 40 hour work week.

Knowledge of methods, techniques, and requirements for the operation and maintenance of buildings, facilities, grounds, athletic fields and courts and equipment.

Ability to communicate effectively orally and in writing with all age groups to maintain good public relations.

Ability to take direction and work independently or with other employees.

Ability to read and understand material safety data sheets (MSDS).

Ability to interpret and work with maps/plans.

Ability to work in Word and Excel Software.

Must be proactive, reliable, and punctual.

Must be 18 years or older.

Desired Education, Experience, Knowledge and Abilities

Experience working for a Parks and Recreation Department in facility and grounds maintenance.

Six months working experience with youth or adult recreational programs.

Physical Requirements

Ability to perform physical work, sometimes under adverse conditions or in inclement weather.

Ability to climb ladders, walk for extended periods, stand for long periods, move heavy objects weighing minimum 50 pounds, and traverse rough terrain.

Must be able to endure heat/cold for long periods of times.

Must be able to stand and work for long periods of time.

Ability to bend, stoop and reach in all directions.

Special Requirements, Licenses, and Certifications

Valid Michigan driver's license and good driving record. No felony convictions. Driving and criminal background checks will be completed.

Must be able to provide own transportation as needed.

Willingness and ability to obtain and maintain related licenses or certifications such as First aid and CPR within six weeks of hire.

Preferred education or technical training in parks and recreation management, environmental studies, and/or building/landscape maintenance and/or athletic field or turf management.

A "casual employee" is an employee who is hired as such and who is not required to work a fixed number of hours on a regular basis throughout the year or who works on an occasional basis. Casual employees are not eligible for any benefits even though they may work on occasion more than 40 hours per week.

Total hours worked in one year cannot exceed 1000 hours.