

City of Lamar
PARK CARETAKER
Job Description

Purpose: The Parks Caretaker performs a variety of tasks including but not limited to preventive maintenance to all municipal parks and trails, coordinating the work of seasonal, part-time, and volunteer work groups. The individual performs skilled tasks in installation, repair, maintenance and care of playground equipment and site furniture, trees, shrubs, and other similar materials; including, but not limited to, landscaping, of open space, flower beds, athletic fields, and grounds, and mowing. Operates mowers, weed eaters, UTVs, trucks, power tools and performs manual labor.

Distinguishing Characteristics: The Park Caretaker will work as part of the overall Parks and Recreation's team, as needed for events and assignments to fulfill all functions of department.

Supervision Received and Exercised:

- Reports directly to the Director of Parks and Recreation.
- Exercises direct supervision over part time and seasonal employees, as well as some volunteer workers as needed.

Essential Functions:

(Included but not limited to the following)

- The Caretaker shall, always strive for improvement and betterment of the park and keep the park neat and orderly.
- Make purchases required to operate the parks and equipment
- Help to maintain public order in the parks
- Clean restroom and park facilities as prescribed.
- Manage vegetation/landscaping within the park system
- Maintain equipment
- Maintenance buildings to include winterizing and conducting minor repair.
- Make report to the Director of Parks and Recreation and the Park Board as required.
- Other tasks/duties as assigned.

ESSENTIAL KNOWLEDGE AND ABILITIES

KNOWLEDGE

- Knowledge of laws, ordinances, regulations, operations, services, and activities regarding the park functions.
- Knowledge of principles of supervision and training.
- Working knowledge of vegetation management.

SKILLS

- Experience operating lawn mowing and related equipment.
- Experience in landscaping (preferred).

- Experience with general repairs and related tools.

ABILITIES

- Ability to plan, organize and supervise the work of others.
- Ability to delegate and train others.
- Ability to lead and direct the operation, services, and activities.
- Ability to complete task in a timely manner with minimal supervision.

Working Conditions

- This position is usually working in a fast-paced environment.
- Must be able to adjust work schedule based off environmental conditions. To include some evening and weekends.
- Maintaining physical condition necessary for standing or sitting for prolonged periods of time and allowing the ability to perform job tasks.
- Must be able to work in all types of weather conditions.

Qualifications:

(The following are minimal qualification necessary to entry into the classification)

Education and/or Experience:

- Must possess a high school diploma or equivalent.
- Must possess a valid driver's license.

Additional Requirements:

- Employment contingent upon successful post-offer background check, and drug screen.

The City of Lamar is an Equal Opportunity Employer. We consider applications for all positions without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin or any other legally protected status.