



PARK ASSISTANT FULL-TIME POSITION

Job Summary:

The Park Assistant is responsible for supervision of staff in the maintenance and operations of all city parks, cemeteries, aquatic facility, campground and all other city owned properties. The park assistant oversees seasonal staff in completion of projects to be completed in a safe, timely manner. Assists in other duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and discharge. Performs other duties as required.

The City of Oelwein park department manages nine parks and trails totaling 173 acres of land, two-disc golf courses, dog park, veterans' sports complex, sand volleyball courts. Including nine pavilions, numerous playgrounds and restrooms, five ball diamonds, soccer fields, 42-site campground, skate park, and 53-acre municipal cemetery.

Minimum Qualifications: Graduation from high school or GED certification and a minimum of one (1) year experience in the maintenance, care, and cultivations of grounds, including plants, shrubs, and trees; or any such combination of education, experience, and training may be acceptable. In addition, supervisory experience is desired. General mechanical ability and knowledge of the tools and methods used in making minor carpentry, plumbing, electrical, painting, and equipment repairs. Ability to establish and maintain effective working relationships with seasonal staff.

- Associate or bachelor's degree in park management or related field preferred.
- Valid Iowa Driver's License required and a Class B commercials driver's license with air brake endorsement is preferred
- Shall be generally available for off-hour emergencies, work assignments, and programs.
- Within six (6) months of hire must be licensed by the Iowa Department of Agriculture and Land Stewardship as a certified operator for the application/spraying of pesticides and insecticides
- Within six (6) months of hire must attain certified pool operator certification.

Salary: The starting salary range is \$22.63.

Immediate Supervisor: Park Superintendent

Job Functions:

1. Inspect, care for, and maintain park properties, and City facilities such as shelters, playground equipment, athletic facilities, park buildings, park roads and aquatic facility including filtration and circulation equipment; make electrical, plumbing, painting, and minor carpentry repairs; pick up and dispose of refuse; and perform other custodial duties.
2. Performs extensive tree work including planting, spraying, pruning, trimming, watering and removal.
3. Mows grass with riding mower and utilize string trimmer.
4. Loads and unloads materials and equipment from trucks and trailers, transports equipment to various locations.



PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation

www.oelweinparks.org

5. Care for and maintain park grounds including trees, plants, and shrubberies. Cultivate, transplant, trim, remove, spray fertilize, and prune plants, trees, flowers, shrubs and lawns.
6. Perform snow and ice control and removal procedures, including plowing, sanding, spreading deicing chemicals, loading trucks, hauling snow, shoveling sidewalks.
7. Performs work in conjunction with various City departments. Ensures cooperation and efficient workflow.
8. Performs safety inspection of all grounds and equipment.
9. Assigns work duties to all seasonal staff; monitors work of seasonal employees to assure proper safe completion.
10. Attends staff meetings; attends approved seminars to improve abilities, evaluate new programming and receive necessary training.
11. Conducts regular checks of all activities at program sites to monitor staff and assist with problems.
12. Responsible for organizing and staffing safety programs for staff; encourages safety compliance in all phases of work.
13. Performs activities under strict deadlines and other time pressures.
14. Conducts regular checks of facilities and work sites to monitor staff and assist with problem resolution.
15. Work with funeral homes to arrange for burials and update cemetery paperwork and maps.
16. GIS work as needed
17. Assist the Park Superintendent in inspections and make repairs or closures when needed.

Physical and environmental characteristics:

Required physical activities: Reaching, pushing, pulling, lifting, talking, hearing. (Eyesight)

Physical characteristics of the job: Medium work requiring the exertion of up to fifty (50) pounds of force occasionally and up to twenty-five (25) pounds of force frequently.

Environmental conditions: The work is performed both inside and outside and includes seasonal exposure to heat and cold. The work may expose the employee to unpleasant social situations, significant work pace pressures and irregular hours.

Visual requirements: 20/20 near point vision in at least one eye at an 18-inch reading distance.

Equipment and materials used: General purpose maintenance equipment, general purpose hand tools, protective clothing, safety equipment, car/light truck, trucks, tractors, mowers, pumps, saws, sprayers, generators, extension cords, ladders, chains, measuring equipment, sledgehammer, hoses, oils, corrosive chemicals. Knowledge of building material, use of calculator, personal computer, computer network, copier machine, computer software, SDS documentation, DNR rules, City of Oelwein code of ordinances, code of Iowa, personnel policies, telephone, mobile radio, photographic equipment.

Submit application, resume and official school transcript

Applications and full job description available at Oelweinparks.org, or at City Hall -20 2nd Ave SW

The City of Oelwein is an equal opportunity employer