



# Park Assistant Position

**Posting Date:** Friday October 25<sup>th</sup>, 2024

**Job Summary:** The park assistant is responsible for overseeing the completion of the maintenance of all city parks, cemeteries, aquatic facility and other city owned properties. The park assistant supervises all seasonal employees ensuring they complete tasks in a safe and timely manner. Assists in other duties including interviewing and recommending hiring, safety 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, nine pavilions, numerous playgrounds and restrooms, five ball diamonds, soccer fields, aquatic center, 42-site campground, skate park, and two cemeteries.

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

- Associate and/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 herbicides.
- Within six (6) months of hire must attain certified pool & spa operator certification.

**Salary:** The starting wage is \$22.20

**Duties and Responsibilities:**

- Supervise seasonal staff to complete all maintenance and projects in a safe, efficient manner.
- 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. Care for and maintain park grounds including trees, plants, and shrubberies.
- Responsible for organizing safety programs for staff; ensures safety compliance in all phases of work.

## Benefits Include

- Full-time position
- This is an IPERS retirement covered position
- Medical, dental, vision plans offered
- Optional flex accounts
- Pass to Wellness Center & Aquatic Center
- Vacation, holiday pay, sick time

**Application deadline: Friday November 15<sup>th</sup>, 2024**

**Submit application, resume and official school transcript to City Hall.**

**Applications and full job description available at [Oelweinparks.org](http://Oelweinparks.org), or at City Hall -20 2<sup>nd</sup> Ave SW**

**The City of Oelwein is an equal opportunity employer.**