



## **City of Ponderay**

208-265-5468 • Fax: 208-265-4357

288 Fourth Street • P.O. Box 500

Ponderay, ID 83852

[www.cityofponderay.org](http://www.cityofponderay.org)

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## **Job Announcement Maintenance and Parks – Seasonal Position City of Ponderay, ID**

**Position type:** Seasonal, Part Time Position

**Rate of Pay:** \$15-\$17 per hour depending on experience

**Benefits:** This position does not offer benefits.

- **Work Schedule:** Work schedule will vary but includes mornings, days, evenings, weekends and holidays. Work will be 32 hours per week.

**Closing Date:** Until Filled

Interested candidates are encouraged to submit a cover letter, resume and summary of representative work history to the Ponderay by mail, in person or by email. Those chosen for interview will be contacted by the City.

City of Ponderay  
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## **Job Description**

### **General Statement of Duties:**

Team members provide a valuable service in various roles throughout the city.

Duties include:

- Performing manual and unskilled labor in the cleaning, maintenance, and repair of grounds and facilities at and around city parks and facilities
- Performing manual and unskilled labor on public rights-of-way including general construction, maintenance, and repairs to a wide array of city buildings, grounds, and infrastructure

**General Duties:**

- The seasonal maintenance and parks position will assist the full-time maintenance staff with a variety of duties, including but not limited to the following:
  - Mowing (push and self-propelled and trimming
  - Lawn and tree care
  - Artificial turf maintenance and upkeep
  - Landscaping upkeep and maintenance
  - Irrigation maintenance and upkeep
  - Inspection and repairs on park equipment, picnic tables, benches, and other park amenities
  - Painting and staining
  - Restroom cleaning, maintenance and upkeep
  - Litter pick-up and trash removal and collection
  - Building maintenance and upkeep
  - Special event setup and coverage
  - Vehicle and equipment maintenance and upkeep
  - Equipment/Furniture assembly
  - Perform other duties as assigned

**Required knowledge, skills, and abilities:**

- Must communicate effectively in the English language at a level necessary for efficient job performance
- Must be able to understand and comply with all rules, policies and regulations
- Ability to interact with the public and co-workers in a friendly, courteous and professional manner
- Must display an attitude of cooperation and work harmoniously with all levels of city employees, the general public and other organizations
- Responsible, reliable and must maintain prompt and regular attendance
- Must be self-motivated, efficient and complete assignments in a timely fashion
- Ability to follow directions and complete tasks without assistance
- Must be able to perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without reasonable accommodation.
- The ability to sit, stand and kneel.
- The ability to lift and carry loads of up to 80 lbs.
- The ability to operate lawncare equipment in a safe manner and complete basic maintenance and construction tasks.
- The ability to transport self and equipment from site to site using pickup truck and trailer.
- Ability to walk a reasonable distance around or across city park facilities and trails.
- Ability to work outdoors in hot, cold or inclement weather conditions.
- Ability to work with a flexible schedule which will include both weekends and weekdays. **Work hours include mornings, days, evenings, weekends and holidays**
- Ability to follow safety protocols

**Job standards and Special Requirements (acceptable experience, training, and education):**

- Must be over the age of 19
- Must have a valid state issued driver's license
- Must have a clean driving record.
- Must be able to pass a background check.

**Tools and equipment used:**

Tools and equipment to be used including but not limited to the following:

- Mowers – Push, self-propelled and riding
- Trimmers
- Power tools and Pressure washer
- Hand tools
- Shovels, rakes, pitch forks
- Vehicle and Trailer
- UTV and Turf maintenance equipment
- Chainsaw, hand saws and pole pruners
- Paint sprayer, line machine, rollers and brushes

**Working Conditions:**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Efforts:**

While performing the duties of this job the employee is always lifting/carrying up to 35 pounds. Also, the employee is always pushing/pulling up to 35 pounds. The noise level is frequently very loud. Work includes the sensory ability to talk, hear and touch. Work in this position also includes close vision, distance vision, peripheral vision, and depth perception. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb, and balance. Position requires hand/finger dexterity.

Additional physical efforts include: lifting/carrying and pushing/pulling up to 100 lbs.

**Working Environment:**

The work environment will include inside conditions, outdoor weather conditions, extreme temperatures, wet and humid conditions, and areas of dust, odors, mist, and gases or other airborne matter. Employees are exposed to mechanical hazards. Employees will also drive a vehicle as part of this position. Work includes protected exposure to chemicals.

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The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.