

**Parks and Recreation
Parks and Recreation Worker I**

The City of Napoleon is currently accepting applications for the position of Parks and Recreation Worker I – Cemetery Division. This position is responsible for performing a wide variety of maintenance work at our cemeteries such as mowing, trimming, and minor equipment maintenance. This is a permanent part-time position with approximately 20 to 30 hours per week with a pay rate of \$10.40-\$16.42 per hour. Applicants must possess a High School Diploma or equivalent and a valid State of Ohio Driver's License. Applications may be obtained between 7:30 a.m. – 4:00 p.m. from the City of Napoleon's Administration Building or at www.napoleonohio.com. A completed application must be returned by 4:00 p.m. on October 4th, 2024, to be considered.

The City of Napoleon is an Equal Opportunity Employer.

City of Napoleon

Parks and Recreation Worker I

Department: Parks and Recreation
Reports To: Director of Parks, Recreation and Cemeteries
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Joel Mazur, City Manager
Last Updated: October 26, 2016

SUMMARY:

Performs a wide variety of unskilled and semi-skilled work in the operation of equipment and tools used in the construction, repair and maintenance activities of Parks, Recreation and Cemetery facilities. Works under the guidance and direction of the Parks and Recreation Worker III, Parks Maintenance Foreman, Gold Course and Grounds Superintendent and/or the Director of Parks, Recreation and Cemeteries.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned as required.

- Performs a wide variety of maintenance activities requiring the use of tools and equipment such as mowers, weed trimmers, tractors, chain saws, paint sprayers, ball diamond groomers and other light duty equipment as required.
- Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair.
- Assists the Parks and Recreation II and III workers in various maintenance duties related to Parks and Cemeteries facilities.
- Mows parks, cemeteries, prepares athletic fields, paints facilities, trim trees, eradicated weeds, plants and maintains flowers, removes ice and snow from sidewalks and drives, picks up litter and cleans restrooms.
- Operates excavation equipment as necessary, cleans and makes minor repairs of equipment, performs semi-skilled maintenance and repair work in involving mechanical pipefitting, masonry, welding and other trades as directed.
- Assist with cemetery grave opening and closing duties as required.
- Performs other work as required.

QUALIFICATIONS:

- A good knowledge of maintenance techniques related to the Parks, Recreation and Cemetery facilities.
- Ability to perform minor equipment maintenance and repair functions.
- Ability to establish and maintain effective working relationships with employees and the public.
- Must be able to make basic mathematical calculations.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent.
- One (1) year of general labor experience that included minor equipment maintenance and repair and/or landscaping work duties.

LANGUAGE SKILLS:

- Must be able to communicate effectively verbally and in writing.

REASONING ABILITY:

- Must be able to understand and carry out complex oral and written directions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Ohio Driver’s License.

PHYSICAL DEMANDS:

- Must be able to lift up to twenty (20) pounds on occasion.

WORK ENVIRONMENT:

- This job must be performed on-site, unless otherwise directed.

Acknowledgement

I acknowledge that I have received, reviewed, and fully understand the above job description. Further, I acknowledge and agree that this job description is provided for informational purposes and is not an implicit or explicit agreement of employment or continuing employment.

Employee Name (Please Print)

Employee Signature

Date

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.