

# Job Description

<b>Title</b>	<b>Seasonal Maintenance Staff – Centennial Terrace and Quarry</b>
<b>Job Summary</b>	These employees will be involved in all facets of the daily maintenance operations including, but not limited to: equipment operation and maintenance, turf and green space maintenance, event maintenance, and facilities maintenance. Employees must also be able to interact with the patrons and carry themselves in a proper public manner.
<b>Supervision</b>	The Seasonal Maintenance Staff will report to the Facilities and Maintenance Department. After training, all staff will be expected to complete their daily tasks in accordance to training.
<b>Task Description</b>	<ol style="list-style-type: none"><li>1. Equipment Operation/Maintenance<ol style="list-style-type: none"><li>a. Operation of equipment in a safe and appropriate manner.</li><li>b. Operate all equipment in a manner for which it was designed.</li><li>c. Report all equipment problems to the supervisors and follow the proper tag-out procedure set by the Facilities and Maintenance Department.</li><li>d. Report any safety hazards to the supervisors immediately.</li></ol></li><li>2. Turfgrass and Green Space Maintenance<ol style="list-style-type: none"><li>a. Maintenance of the turf areas, which includes mowing, weed whipping and pulling weeds.</li><li>b. Proper equipment operation to ensure minimal damage to the turf areas.</li><li>c. Landscape bed maintenance including planting, edging and maintenance</li><li>d. Landscape pruning including all trees and shrubs on the property</li><li>e. Report any safety hazards to the supervisors immediately.</li></ol></li><li>3. Facility Maintenance<ol style="list-style-type: none"><li>a. Follow procedures as stated in the Sylvania Recreation Maintenance Standards.</li><li>b. Report any safety hazards to the supervisors immediately.</li></ol></li><li>4. Event Maintenance<ol style="list-style-type: none"><li>a. Set up equipments as needed for scheduled events</li><li>b. Facility maintenance during scheduled events</li><li>c. Tear down and cleanup of scheduled events</li></ol></li><li>5. Communication, Professionalism, &amp; Pride<ol style="list-style-type: none"><li>a. Communicate with the supervisors and staff in a professional manner.</li><li>b. Take a sense of pride in the job's you perform.</li><li>c. Communicate effectively with the patrons of the facility</li><li>d. Develop a team spirit throughout the entire workings of the department.</li></ol></li><li>6. Perform related duties as assigned or as the situation dictates.</li></ol>
<b>Compensation</b>	Maximum of 40 hours per week depending on the season, with possible over-time. Wage rate may vary from \$7.30-\$9.25 per hour based on experience. Wage increases are influenced by overall performance. Must be able to work on weekends, evenings and holidays.
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Valid driver's license</li><li>2. Be able to lift 60 pounds to a height of 48 inches</li><li>3. Excellent oral communication skills</li><li>4. Excellent interpersonal skills</li><li>5. Willingness to learn new skills</li><li>6. Good work ethic and ability to work without close supervision</li><li>7. Knowledge of light and heavy operating equipment is helpful</li></ol>