

CITY OF ROCKY RIVER
POSITION DESCRIPTION
Parks Crew/ Recreation Seasonal (Temporary Labor)

Title: Recreation Seasonal Laborer

Department: Recreation

Title of Supervisor: Recreation Facilities Coordinator

Positions Supervised: N/A

Status of Position: Full-Time Part-time Seasonal
 Non-bargaining Unit Bargaining Unit Volunteer
 Classified Civil Service Appointed

SUMMARY OF MAJOR DUTIES:

Under the supervision of the Recreation Facilities Coordinator and/or Field Maintenance Crew Leader, the Seasonal Laborer will assist in upkeep and maintenance of the Outdoor Municipal Pool, Ten City Parks and the Recreation Complex. The Seasonal Laborer will be responsible for the safety and cleanliness of facility restrooms, grounds and equipment.

SUMMARY OF REQUIRED QUALIFICATIONS:

Must be willing to assist with pool operations, park operations and ice rink facility upkeep. Must have an ability to work with the public as needed, as well as the ability to multitask work. Must be a minimum of 18 years old to operate some equipment/city vehicles.

SUMMARY OF EQUIPMENT USED:

General cleaning equipment, field upkeep/management tools, power tools, ladders, pool operation equipment, office equipment, etc.

SUMMARY OF WORK ENVIRONMENT:

The work is performed in a typical parks & recreation environment where the employee may be exposed to adverse environmental conditions such as heat and rain. May be exposed to heights for maintenance function of the position. May be required to enter the pool for certain tasks. Early mornings, evenings and weekend work required.

MAJOR DUTIES AND TASKS:

Duty	Percentage of Time Spent on Duty
1. Parks & Grounds	49%
<ul style="list-style-type: none">• Ensure all park restrooms are safe and clean• Stock and ensure operation of all park sanitizers, paper products, etc.• Remove trash and debris from park trash/recycle bins and green spaces• Performs light duty maintenance and repairs as required• Help implement safety procedures and proper signage• Assist in litter and trash removal from grounds on a daily basis• Weeding, landscaping and other• Report any necessary repairs to Recreation Facilities Coordinator	
2. Outdoor Pool & Ice Rink Facility	49%
<ul style="list-style-type: none">• Assist with pool opening procedures in the spring and winterizing procedures in the fall• Vacuum pool as scheduled/required• Assist with program set-up, cleaning, and securing of areas when not in use• Stocking, cleaning, and maintaining of all necessary supplies• Performs light duty maintenance and repairs on appropriate equipment on a daily basis• Help implement safety procedures and proper signage• Assist in litter and trash removal from grounds on a daily basis• Weeding and sweeping of pool area, as well other landscaping areas of the recreation center• Report any necessary repairs to Recreation Facilities Coordinator	
Miscellaneous	2%
<ul style="list-style-type: none">• All other duties as assigned by supervisors to ensure the effective functioning of the pool, parks or recreation facilities which include special events that occur throughout the year.	

**Denotes essential function of the job*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The position requires knowledge of:

- Recreation policies and procedures*
- Citizen individual and community interests and needs*
- Office equipment, practices, and procedures*
- Pool & Parks equipment and supplies*

The position requires skills and abilities to:

- Establish and maintain effective working relationships with supervisor, co-workers, citizens, and volunteer staff
- Communicate effectively in written and verbal forms
- Respond effectively to difficult people
- Provide friendly and enthusiastic customer service when needed

* *Can be acquired after hire*

