**CITY OF FRUITLAND PARK**

**JOB DESCRIPTION**

**JOB TITLE:** Recreation Custodial Staff **PAY GRADE 101**: $15.53-$25.88

**DEPARTMENT**: Parks and Recreation **FLSA STATUS**: Non-exempt

**REPORTS To**: Michele Yoder **STATUS:** PART-TIME <30 HRS/WK

**NATURE OF WORK:**

This is skilled manual work in general maintenance of parks and facilities. The work is mainly of a manual nature involving the routine interior and exterior repairs, cleaning and maintenance of the Community center, public bathrooms at the soccer fields, Pool Concession Stand. A considerable proportion of the work performed is of a routine nature. The work requires the use, operation and maintenance of small hand tools and power equipment. Electrical experience, construction and plumbing experience is desirable.

**PRIMARY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

Buildings:

* Duties will include minor repairs on the community center and other buildings included in the parks and recreation department, to include lights, fans, HVAC, and plumbing fixtures.
* Minor carpentry and masonry work to prepare and paint surfaces using a brush, roller, or spray to apply paints, stains, hanging doors, fixing locks and handles, etc.
* HVAC maintenance includes monthly filter changes, and other routine maintenance required by heating/cooling systems.
* Maintenance includes pressure washing buildings, washing windows as needed.
* Help with office moves and relocations. Assemble office furniture.

**SECONDARY RESPONSIBILITIES**:

* Cleans and stocks all restroom facilities associated with the recreation department.
* Assistance with Recreation events held on City Property to include Hometown Christmas, Fruitland Park Day, Brews, Blues & BBQ, Derby car event, Love Week. This will require assistance with hauling supplies/materials to the appropriate spaces allotted, setting up/tearing down tables, tents, and other recreational equipment.
* Other duties as required/assigned.

Service:

* Must report to work at the assigned time and place, in uniform, with tools and equipment necessary to complete the duties and tasks understanding that attendance is an essential function of the job.
* Must communicate clearly and courteously to employees at worksite or over the phone.
* Must communicate clearly and courteously to vendors regarding orders and inventory of supplies needed.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL JOB FUNCTIONS**:

The employee must be capable of the following:

1. Reading and understanding work schedules, policies, procedures, safety instructions.

2. Operating a vehicle, bending, stooping, and picking up trash, limbs, debris, loading boxes, equipment, or other heavy objects using hands and legs, back.

3. While standing and walking, may be required to twist at the waist to perform work duties as assigned.

4. Cleaning and sweeping floors, mopping, or using a handheld floor sweeper/buffer to clean floors.

5. Perform general maintenance on buildings and reaching, climbing, kneeling, stooping, twisting while using cleaning supplies, repairing objects.

6. Carrying objects weighing up to 50 lbs.

**KNOWLEDGE, SKILLS, AND ABILITIES**:

* Possess a high school diploma or equivalent.
* Ability to read, write, and speak English effectively to comprehend information and communicate effectively.
* Ability to operate a pickup truck and other motorized equipment, and all-terrain vehicles safely.
* Ability to repair and maintain facilities, equipment, or broken objects needing repairs.

**Preference will be given to individuals with the following experience:**

* Prior experience in performing construction work, plumbing and/or electrical work.
* Driver's license required (CDL preferred, but not required)