POSITION DESCRIPTION CITY OF SHELBYVILLE, INDIANA

POSITION: Janitor/Laborer (Weekends Part-time)

DEPARTMENT: Parks and Recreation

WORK SCHEDULE: Friday-Sunday (flexible 2pm- 11pm)

DATE WRITTEN: October 1997 STATUS: Part-time

DATE REVISED: March 2023 FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Shelbyville provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential function of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Janitor/Laborer for the City of Shelbyville Parks and recreation Department, responsible for performing upkeep and general maintenance of City parks, facilities and baseball/softball fields.

DUTIES:

Maintains and cleans buildings, grounds, athletic fields and playgrounds, including painting, mowing grass, trimming/cutting shrubs and trees, landscaping, seeding/sodding, spraying, raking leaves, removing trash and debris, dragging fields, moving bleachers, and removing snow as necessary.

Cleans and services restrooms and collects trash in park facilities, including shelters and rental buildings. Closing restrooms at the end of day after cleaning is complete. Setting up chairs and tables for all events and tearing down after the event is complete. Cleaning up after facility and shelter rentals, and programs.

Routinely inspects parks and playground equipment for safety hazards, notifies supervisor of existing or potential problems, and assists in repairing/replacing equipment and/or removing fallen trees, limbs as necessary.

Inspects condition of ball fields and makes necessary improvements, such as repairing and/or replacing fences, score boxes, dugouts or bleachers.

Repairs, removes and/or constructs shelter houses, picnic tables and other structures as directed.

Regularly operates various trucks/equipment/tools in the performance of duties, tractors, mowers, weed eaters, hedgers, trimmers, pruners, tiller, edger, leaf blower, power/chain saws, drills, air compressor, grinder, belt sander, power washer, paint sprayer and other hand/power tools as needed.

Regularly checks and ensures proper maintenance of department equipment, tools and vehicles.

Occasionally assists with preparing for community special events and activities.

Performs related duties as assigned.

I SKILLS AND KNOWLEDGE:

High school diploma or GED. Experience in building trades, construction and/or plumbing preferred.

Must be at least 18 years of age.

Working knowledge of and ability to make practical application of department policies and procedures and applicable OHSA safety policies and procedures.

Working knowledge of methods, practices, and materials used in grounds and facility maintenance, with ability to maintain park grounds, perform equipment inspections, and complete repairs on park facilities and equipment as needed.

Ability to meet all hiring requirements, including passage of a medical exam and a drug test.

Ability to operate various trucks/equipment/tools in the performance of duties, tractors, mowers, weed eaters, hedgers, trimmers, pruners, tiller, edger, leaf blower, power/chain tools as needed.

Ability to effectively communicate in a courteous and tactful manner with co-workers, supervisors, other City personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, often at a rapid pace and on several tasks at the same time.

Ability to understand, retain, and carry out oral and written instructions and completes daily work reports as appropriate.

Ability to physically perform essential duties of the position, including bending, reaching, crouching/kneeling, standing/walking for long periods, climbing ladders, pushing/pulling objects, moderate to heavy lifting, close/far vision, color/depth perception, hearing sounds/communication and handling/grasping/fingering objects.

Ability to occasionally work extended hours, evenings, and weekends.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II RESPONSIBILITY

Incumbent performs specific park maintenance and repair duties with priorities primarily determined by supervisor and season deadlines. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor any unusual situations, such as misuse of facilities or potentially dangerous equipment conditions. Errors in work are primarily detected or prevented through procedural safeguards and/or notification from other staff or the public.

Incumbent reports directly to the Maintenance Supervisor.

III PHYSICAL EFFORT:

Incumbent's duties involve bending, reaching, crouching/kneeling, standing/walking for long periods, climbing ladders, pushing/pulling objects, moderate to heavy lifting, close/far vision, color/depth perception, hearing sounds/communication and handling/grasping/fingering objects. Strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection to such duties as mowing grounds, removing fallen trees/limbs, and constructing shelters.

IV WORKING CONDITIONS:

Incumbent performs duties in a garage/workshop and outdoors and Is frequently exposed to normal hazards associated with park maintenance, including machinery, excessive noise, moving parts, toxic chemicals, combustible fuels, dust, dirt, fumes, slippery surfaces, working in high places, and varying weather conditions. Incumbent may occasionally be required to wear protective clothing and/or equipment. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours, evenings, and weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Janitor/Laborer for the City of Shelbyville Parks and Recreation Department, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?	
Yes No	
Applicant/Employee Signature	Date
Print or Type Name	