

## Parks and Recreation Department

### Beach / Park Maintenance

Winona Lake Limitless Park beach and park maintenance staff are responsible for the cleanliness of the beach, pier, and immediate playground/park area. *\*Incumbent position is a Seasonal Employee with specific dates of employment and not eligible for unemployment benefits through this employer during the "off season".*

#### **Supervision Received and Exercised**

Position reports to the Assistant to the Parks and Recreation Director or the Parks and Recreation Director. Position takes direction from the Assistant to the Parks and Recreation Director or the Parks and Recreation Director.

#### **FLSA Status**

#### **Duties / Responsibilities**

Grounds Maintenance:

- Mowing lawns, trimming hedges, and planting/maintaining landscaping as needed.
- Removing debris, litter, and trash from beaches, playground, park and Greenway.

Facility Maintenance:

- Cleaning restrooms and common areas as needed.

Beach Maintenance:

- Cleaning and maintaining beaches, including removal of trash and debris.
- Operating and maintaining any beach cleaning equipment.
- Ensuring beach safety and enforcing beach regulations.
- Assisting with beach-related emergencies and providing information to beachgoers.

Event Support:

- Assist with the setup and cleanup of park events.
- Providing general assistance and information to park visitors.
- Identifying and reporting problems on the beach, park, and Greenway.
- Maintain inventory of supplies and equipment.
- May be required to work weekends, evenings, and holidays.

#### **Requirements**

Must be 18 years of age; ability to operate basic lawn care equipment and power washer; hold a valid Driver's License

#### **Schedule**

This is a Monday – Friday position, however, some evening and weekend hours may be necessary depending on programs/events.

#### **Hours**

Approximately 25-30 hours a week.

## **Qualifications**

*If you are missing any of the qualifications listed below, please don't be discouraged! We love teaching like-minded humans! Please still apply if you are enthusiastic about this work and think you would be a strong fit!*

- Knowledge of procedures, practices, and techniques related to the upkeep of beaches and facilities.
- Practices and procedures of two-way radio communication.
- High sense of responsibility and dependability.
- Follow written and oral instructions.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with staff and the public.
- Flexible and excellent multi-tasker.
- Willingness to solve problems, be patient, remain positive, and have FUN!

## **Physical Demands**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.