

## **Leisure Services Department Full Time Maintenance Worker**

### **Leisure Services Maintenance Worker**

The City of Port Wentworth is accepting employment applications for a Leisure Services maintenance worker. The preferred applicant should possess a high school diploma or GED, valid Georgia Driver License at least one-year experience in maintenance, and parks and recreation maintenance.

The successful applicant must have previous experience and is required to have the ability to work with participants and parents in a professional manner, cutting grass, edging, managing a weed eater and blower, provides information and assistance to the public when needed.

Willing to work Monday through Friday some Friday night events and Saturday events. This is a full-time position with a starting salary of \$28,909.39 annually, progressing to 2.5% increase after successfully completing a six-month probationary period. Salary is negotiable.

The City offers a generous benefits package; 100% medical coverage for employee and family, GMA pension, paid holidays, work cell phone and life insurance. The application must be sent to the City of Port Wentworth Leisure Services Director Tiffany Lancaster at [tlancaster@cityofportwentworth.com](mailto:tlancaster@cityofportwentworth.com) or mailed to 103 Turnberry Street, Port Wentworth GA 31407 attention Tiffany Lancaster.

Applicates and resumes will be accepted until the position is filled. The chosen applicants must submit to an extensive background check including a drug test and fill out a child abuse policy form. The City of Port Wentworth is an equal opportunity employer. See attached Job Description.



## Leisure Services Maintenance Worker

Leisure Services

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### JOB SUMMARY

This position is responsible for the maintenance of park and recreation facilities.

### MAJOR DUTIES

- Maintains and repairs department facilities, including buildings and park structures.
- Maintains athletic fields.
- Maintains park grounds.
- Maintains lawn maintenance equipment.
- Assists with preparation of special programs and events.
- Assists with coaching of athletic teams.
- Assists with concessions sales.
- Assists in maintaining maintenance, field and ground supplies.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building maintenance principles and practices.
- Knowledge of park and recreation maintenance principles and practices.
- Skill in the repair and maintenance of parks facilities.
- Skill in the operation, repair and maintenance of grounds maintenance equipment.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Director of Leisure Services assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to participate in the maintenance of park and recreation facilities. Success in this position contributes to a safe, well maintained, attractive and efficient environment for area residents.

### CONTACTS

- Contacts are typically with co-workers, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, noise, and machinery with moving parts.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.