



EMPLOYMENT OPPORTUNITY

SEASONAL PARKS MAINTENANCE WORKER

PARKS, ARTS & RECREATION DEPARTMENT

JOB # 10-10

SALARY: \$11.39 per hour

DATE OPEN: February 1, 2010

STATUS: Full & Part Time Temporary Positions **DATE CLOSED:** Open Until Further Notice

ABOUT THE POSITION: The Park Maintenance Division is seeking individuals to join our team that maintains all Parks Facilities including athletic fields, parks, buildings, and turf/landscaped areas within the City.

NOTE: These positions do not offer employee benefits except for what may be required by law, i.e. state retirement plan and workers compensation; employment in these positions will not exceed eight months. Hiring will be done on an on-going basis as needed. Positions will vary in the number of hours worked, including evenings and weekends.

IDEAL CANDIDATE PROFILE

The ideal candidate will have the responsibility to:

- Work and communicate effectively in a team environment
- Work with little or no supervision
- Have reliable and punctual attendance at work
- Perform strenuous labor in all types of weather conditions
- Maintain a positive attitude, excellent customer service skills and the ability to represent the City to a high standard at all times

JOB DESCRIPTION

- Perform strenuous physical labor and work outdoors in heavily trafficked areas, in all types of weather, and on all types of surfaces, at heights, and in below ground or subsurface areas
- Operate a wide variety of power and hand tools, equipment, and machinery used in parks maintenance
- Use judgment in the operation of potentially dangerous equipment and while working at potentially hazardous work sites while maintaining constant awareness of hazards and continuously applying safe work habits and practices
- Perform work in a variety of working conditions, such as indoors, outdoors, under lights, above and below ground, in all types of weather conditions, and at a variety of temperature ranges
- Listen to, remember, and apply work directions, instructions, information, and practices in daily communication with supervisors and co-workers
- Safely drive and operate light duty vehicles and equipment such as pickup trucks, off road service and transport vehicles, and other related conveyances
- Maintain consistent, reasonable, predictable, and regular attendance at work, work related meetings and events, or widely scattered locations during the standard work week and/or evenings, weekends, assigned shifts, schedules, or work periods

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KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in the use of tools and equipment necessary to perform general building and grounds maintenance tasks
- Ability to work with limited supervision
- Ability to understand and effectively carry out written and oral instructions
- Ability to perform manual labor tasks
- Ability to establish and maintain effective working relationships with co-workers and supervisors
- Ability to respond to questions and complaints from the general public with courtesy and tact

CONTACT INFORMATION:

If you have questions about the position and/or requirements, please contact Jim Hathaway at (360)753-8428, or via email at jhathawa@ci.olympia.wa.us

REQUIREMENTS

- Must be a minimum of seventeen years of age before starting work
- In accordance with the Child and Adult Abuse Act (RCW 43.43), applicants considered for appointment will be required to undergo a criminal inquiry relating to crimes against persons that will be conducted prior to hire. Employment is contingent upon acceptable results of the inquiry
- A valid Washington State Driver's license is required. If in possession of an out of state license, a Washington State Driver's license must be obtained within 30 days to remain employed with the City

TO APPLY

Applicants must submit a City employment application, and supplemental application to the City of Olympia Human Resources Department, 900 Plum Street SE, Olympia, WA 98507. **PLEASE INCLUDE YOUR NAME, ADDRESS, AND PHONE NUMBERS ON ALL PAGES SUBMITTED.**

To obtain applications:

- Complete the [City Employment Application](#) and the [Supplemental Application](#) by clicking on these links. The City Employment Application is form enabled and can be saved for future reference. You can also download the application from our website: <http://www.olympiawa.gov/employment/currentopenings>
- In person at Olympia's City Hall, Human Resources Department, located at 900 Plum Street SE, Olympia
- Call City of Olympia Jobline, (360) 753-4444 (ext. 8383)

Please include:

- City of Olympia application (reference **Job # 10-10**)
- Supplemental Application

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Submit your application:

- By mail or in person, Attn: Human Resources Department, 900 Plum Street, SE, Olympia, WA 98501
- E-mailed and faxed applications will not be accepted

Prior to submitting your application packet, be sure to keep a copy for your own reference.

IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES MAY BE MADE UPON REQUEST BY CONTACTING THE HR DEPT. (360) 753-8442.

THE CITY OF OLYMPIA IS AN EQUAL OPPORTUNITY EMPLOYER, COMMITTED TO A DIVERSE WORKFORCE. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

THE CITY OF OLYMPIA IS A DRUG-FREE WORK PLACE.

SUPPLEMENTAL APPLICATION

Seasonal Parks Maintenance Worker

Job #10-10

You must complete & submit this portion of the application in order to be considered for this position

PLEASE READ CAREFULLY:

The supplemental application is intended to help us evaluate applicants based on their work experience and back ground in the areas that are most important for success on the job. Please respond to the following questions as completely and precisely as possible. Attach this form and your answers to your completed city of Olympia application. **Please label any additional sheets at the top of each page with your name, the date, title of position and job number: Seasonal Parks Maintenance Worker, #10-10**

Name: _____

1. What date are you available to start work? _____

2. Until what date are you available to work? _____

3. A work week usually consists of five consecutive days working a total of 40 hours during this period. Most positions require weekend and evening work. Are you available for evening and weekend work? Yes No

4. How many hours a week are you available to work? _____

5. List your valid driver's license number and the state it was issued in.

License Number _____ State _____

6. Have you previously worked for the City of Olympia? Yes No

Position Title: _____

Supervisor Name: _____

Dates of Employment: _____

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7. In which areas of park maintenance would you prefer to work? (You may chose more than one.)

- Landscape and Turf Maintenance
- Athletic Field Maintenance
- Facilities/Building Janitorial Maintenance

Briefly describe why you prefer the area/areas that you have chosen.

Briefly describe your previous work experience as it relates to the areas of maintenance above.
