

**CITY OF NEWPORT
PARKS & RECREATION DEPARTMENT**

Job Title: Park Maintenance Laborer

Reports to: Parks Supervisor (Prouty Beach) or Parks Foreman (Gardner Park)

Nature of Work: Park Maintenance staff perform a wide variety of duties associated with the operation of parks, facilities, athletic fields and public shorelines in Newport. The job entails daily maintenance tasks and customer service interactions to provide a safe and positive recreational experience for Newport City residents and visitors. Positions requires operation of tools and equipment to accomplish regular mowing, landscaping, construction and repair tasks. This position may require some evening, weekend and holiday hours in addition to the regular work week.

Essential Job Functions:

- Assist with the delivery of park services including preparation of athletic fields and campsites, assistance with special event set-up and break-down, and upkeep of public use areas including washrooms, pavilions, playgrounds etc.
- Maintain high standards of cleanliness at all times with a focus on litter and landscape appearance.
- Represent a positive image when interacting with visitors and community members by providing helpful information and being available for assistance whenever possible.
- Inform the public of facility rules and regulations and report violations to the Parks Supervisor promptly.
- Perform daily maintenance tasks including cleaning, minor construction and landscaping projects.
- Conduct daily safety checks to ensure grounds are clean, in good repair and free of hazard and debris.
- Be alert to equipment conditions and report any maintenance or repair needs to the supervisor promptly.
- Keep facilities and equipment secure at all times by opening and locking promptly when not in use.
- Utilize sound environmental practices and organic products when possible to prevent pollution and lake contamination.
- Conduct routine water quality data collection and basic water testing as assigned.
- Successfully complete Portable Fire Extinguisher, Basic First Aid, CPR & AED training and any additional training as requested by the Parks & Recreation Director.
- Respond to fire, pollution and other emergency events in accordance with established response procedures.
- Work collaboratively with city employees and other Parks & Recreation staff to ensure smooth operation of parks and facilities.
- Actively participate in staff meetings and contribute to verbal and written evaluations as requested by supervisors.
- Maintain clear and positive communication with Supervisors.
- Perform other duties as assigned.

Equipment Utilization:

Park Maintenance staff may be asked to use power tools, lawn equipment, tractors, fire protection equipment, motorized and non-motorized watercrafts and City vehicles.

Minimum Qualifications:

Must be at least 16 years of age.

Must be, or able to become certified in CPR, First Aid & AED.

Must submit to and successfully pass a Criminal Record Check & Background Check.

Must possess a valid Driver's License or have other reliable method of transportation.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, orally and in writing.
- Ability to deal effectively and diplomatically with the general public.
- Ability to understand City policy and administer regulations firmly, tactfully and impartially.
- Ability to perform duties without constant and direct supervision.
- Physical ability including endurance for prolonged standing, kneeling, lifting and pulling. Ability to lift 50lbs.
- Willingness to work irregular hours in an outdoor setting with limited equipment and facilities, and daily exposure to weather extremes including sun, heat, cold, rain, and animals such as spiders, snakes, aquatic species etc.

This institution is an equal opportunity provider and employer.

2/7/19