



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

Our Core Values: Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

Job Title: Parks Maintenance Attendant
Reports To: Facilities and Parks Operations Manager
Classification: Operations I
Salary Range: \$10.50 - \$18.90 hourly
FLSA Status: Part time Non-Exempt hourly
Location: Parks Maintenance Shop, Jamestown, ND 58401

Job Summary: Under the general supervision of the Facilities and Parks Operations Manager of Jamestown Parks and Recreation the Parks Maintenance Attendant will be assigned a variety of tasks supporting the operations of the Jamestown Parks and Recreation Facilities and Parks.

Essential Duties and Responsibilities:

- Worker is responsible for safe, efficient operation of equipment, tools and following safe work procedures.
- Take direction from assigned supervisors or person responsible for successful completion of a task.
- Accountable to handle skilled and unskilled assignments.
- Required to operate trucks, tractors, mowers, light equipment and power tools.
- Practice safe operation of all equipment in addition to care and upkeep.
- Practice safety on the job site and while traveling to job site.
- Keep supervisor updated on task accomplishments before accepting new assignments.
- Requires a good attitude and effective cooperation with fellow employees, supervisors and administration and groups using JPRD Facilities.
- Knowledge of the principles and practices of general maintenance procedures.
- General knowledge of construction, trouble shooting, plumbing, electrical, carpentry and mechanics.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

Qualifications:

Education

- HS Diploma

Working Conditions:

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.

Physical Requirements:

The work is typically performed outdoors, occasionally in hot or inclement weather. While performing the duties of this job, this employee is frequently required to use fine motor skills and must sit, stand, walk and kneel. In addition, must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct Reports: None

AAP/EEO Statement:

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approved by:	
Date approved:	05/09/2022
Reviewed:	
Date:	10/23/2023