

TITLE: SEASONAL MOWING & PARKS DEPARTMENT

JOB FUNCTIONS: Responsible for assisting the Parks Superintendent with maintenance of parks and City owned property.

JOB RESPONSIBILITIES:

Grounds:

1. Maintain grounds on all City property as needed. These duties will include: empty trash, sweep floors, clean restrooms, mowing, brush clean-up and others as assigned
2. Remove and pick-up branches on City property as needed
3. Mow grass, rake leaves
4. Maintain City trails as needed

Equipment:

1. Operate job required equipment on appropriate applications as needed.
2. Perform general maintenance and repair work on all City equipment as needed.
3. Equipment Used: mowing equipment, pick-up trucks, various hand/power tools (require specific operational and maintenance training).

Miscellaneous:

1. Keep an accurate time card and submit it bi-weekly. Hours will be on an as needed basis. Work schedule to be dictated by supervisor.
2. Notify your supervisor directly if you find it necessary to leave work early.
3. Notify your supervisor directly if you are unable to be present for work or unexpectedly detained. Upon your return, report to your supervisor.
4. Dispose of items as needed from City property.
5. Be aware of all City policies as listed in the City of Ida Grove Personnel Manual and as they may be updated.
6. All other duties as may be needed or assigned.

QUALIFICATIONS

1. Education – High School graduate or equivalent required
 2. License – Valid Iowa Driver's License
 3. Some knowledge/training in equipment operation and maintenance preferred. Due to the nature of tasks, all applicants must be 18 years of age.
 4. Experience – no experience required. Some experience in grounds maintenance or related areas is preferred.
 5. Special Abilities – Must have good organizational skills; must be a self-starter and have good communication skills to interact with other staff members and citizens and manage numerous maintenance related projects in the City.
 6. Physical Requirements – Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined
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work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time.

7. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizens' expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management.

DISCLAIMER

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

Castletown, USA



APPLICANT INFORMATION				
Last Name	First	M.I.	Date	
Street Address			Apartment/Unit #	
City	State		ZIP	
Home Phone	E-mail Address			
Cell Phone	Date Available		Desired Salary	
Position Applied for				
Employment Desired?	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Full OR Part Time <input type="checkbox"/>	Seasonal Employee <input type="checkbox"/>
Are you authorized to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Driver's license number if driving is essential function of position: _____ State: _____				

EDUCATION	
High School	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()

Castletown, USA



Address

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

SPECIAL SKILLS

SKILLS AND/OR ADDITIONAL COMMENTS: Describe any special training/skills (i.e. language, typing, machine operation) or any additional information that relates to your ability to perform the job for which you have applied (i.e. license, professional membership).

Castletown, USA



NON-DISCRIMINATION POLICY

The City of Ida Grove is an Equal Opportunity Employer and does not discriminate in employment. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application will be kept on file for one full year and will be reviewed upon job openings. All applications will be examined and any "expired" forms will be removed and destroyed. At the conclusion of this time, if the applicant still wishes to be considered for employment, it will be necessary to fill out a new application. If an applicant updates his/her application, the one-year clock will be restarted.

SERVICE RECORD:

If you are a military veteran, please provide the branch and any specialized training information: _____

DISCLAIMER AND SIGNATURE

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employee's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate me at any time, with or without cause or prior notice. I understand that no representatives of the Employer have the authority to make any assurances to the contrary. It is also understood that this employment application, or by granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this agency. I give the Employer the right to investigate all references and to secure any additional information about me, if job related, hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

_____ Yes _____ No

Signature

Date

THE CITY OF IDA GROVE IS AN EOE.