

**NOTE: Applicants should apply at Donner Center, using the Part-time application.  
DO NOT apply at the Personnel Department in City Hall.**

**Columbus Parks and Recreation Department  
Position Description**

**Position Title:** Athletic facilities/Hamilton Center Part-time Maintenance  
**Department:** Parks and Recreation  
**Supervises:** 0 employees

**Date:** March 1, 2018  
**Reports to:** Athletic Facilities Supervisor  
**Status:** Part-time, FLSA non-exempt

**Summary of Functional Responsibilities:**

- Carry out the daily management plans for all Athletic Facilities and support all Parks and Recreation responsibilities

**Specific Duties of the Position:**

- Contribute and carry out the management plans for all Athletic Facilities/Hamilton Center.
- Complete all work assigned in a timely manner and according to department standards.
- Perform all types of maintenance
  - a. Facility
  - b. Equipment
- Duties include but not limited to the following:
  - a. Mowing
  - b. Weed eating
  - c. Lining and field preparation
  - d. Irrigation maintenance
  - e. Removal or adding of field materials
  - f. Resurfacing of ice surfaces
- Work with minimal or no supervision.
- Ensure good working relationships with customers, vendors and fellow employees.
- Report for all assigned hours, including weekends, holidays and overtime as designated by the Athletic Facilities Supervisor.
- Implement and support all applicable safety and quality programs.
- Ability to multi-task.
- Must have a good driving record, and will have a criminal background check and pre-employment drug screen
- Represent the Parks and Recreation Department in a courteous, professional and friendly manner.
- Must have a good attitude and neat, clean appearance and in uniform
- Must be willing to work as part of a team.
- Perform all other duties as assigned by Supervisor, Assistant or Crew leader.

**Education and Experience:**

- Some hands-on experience preferred.
- Valid Indiana driver's license.
- Ability to operate all trucks and small to mid-size equipment.
- Good communication skills

**Judgment:**

- Work is of ordinary difficulty and complexity and is performed under general or no supervision.

**Supervisory Responsibility:**

- None

**Relationships Responsibility:**

- Must be able to work with customers (internal & external) and fellow employees to keep service at the highest standard possible.

**Working Conditions:**

- Considerable physical effort daily
- Exposure to more than ordinary conditions which include, but are certainly not limited to, extreme heat and cold temperatures and severe weather.
- Exposure to dirt and dust

**Classification of Job:** This is a part-time or seasonal position with no more than 1559 hours per year and does not provide any benefits.