

## Town of Oak Ridge

**JOB TITLE:** Parks & Recreation Night Custodian

**JOB SUMMARY:** This highly responsible, part-time position is responsible for evening maintenance of athletic fields, recreation facilities, the enforcement of park rules, and general support of recreational programs and events.

**MAJOR DUTIES:**

- o General evening supervision of Town park properties.
- o Enforcement of Town and park rules and regulations.
- o Perform turf care tasks such as, but not limited to, cutting grass, edging, and trimming when required.
- o Assist in athletic field preparation when required.
- o Perform janitorial and custodial activities of the department as required.
- o Pick-up and removal of trash from parks.
- o Coordinate and assist in the nightly breakdown of equipment used during sports games and practices as well as other events.
- o Secure and close facilities at the end of the evening.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of Town safety policies and procedures.
- o Knowledge of athletic field maintenance techniques.
- o Basic knowledge of grounds maintenance techniques.
- o Basic knowledge of various sports' equipment requirements.
- o Skill in operating such tools and equipment as lawnmowers, weed-eaters, line machines, and various hand tools.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Parks and Recreation Director assigns work in terms of general instructions through the Maintenance Crew Leader. The Director and Crew Leader spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include Town safety policies and procedures, various athletic manuals and guidelines, and supervisory instructions. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:** The work consists of related grounds and facilities maintenance duties as well as interacting with park users and visitors.

**SCOPE AND EFFECT:** The purpose of this position is to oversee the use of park facilities in the evening and assist in the maintenance of the park for use by the general public. Successful performance helps ensure safe and well-maintained grounds and ball fields and affects the public image of the Town of Oak Ridge.

**PERSONAL CONTACTS:** Contacts are typically with the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, and be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed inside or outdoors, where the employee is exposed to dust, dirt, grease, machinery with moving parts, poison ivy, irritating chemicals, and inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

**FLEXIBLE WORK SCHEDULE:** This work will require the ability to work a flexible schedule.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform basic mathematical calculations.
- o Ability to perform duties of job description.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o 18 years of age.
- o Must be able to pass a criminal background check.
- o Must be dependable and be willing to work a flexible schedule when required.