

William Isley, Jr.
Mayor

Kelli Lee
City Clerk
Earl Peoples
Superintendent of Public Works
Richard Harvey
Chief, Fire and Rescue Service
Belinda Crapet
Police Chief

City of Springville
P. O. Box 919
160 Walker Drive
Springville, Alabama 35146

(205) 467-6133
(205) 467-6136 Fax

Herbert Toles
District 1
David Vinson
District 2
Wayne Tucker
District 3
Katrina Hennings
District 4
Tim Walker
District 5
David Jones
District 6
Sherry Reaves
District 7

JOB ANNOUNCEMENT

CITY OF SPRINGVILLE

Parks and Recreation General Laborer – Full Time

OPENS: October 8, 2018

CLOSES: October 18, 2018

QUALIFICATIONS: Job description may be viewed at www.springvillealabama.org. Applications may be obtained from the web site or from City Hall. Submit complete application and resume to Springville City Hall (160 Walker Drive) or mail to Springville City Hall-City Clerk, P.O.Box 919, Springville, Alabama, 35146.

Kelli Lee
City Clerk

I, Kelli Lee, certify that this posted was posted at the following locations.

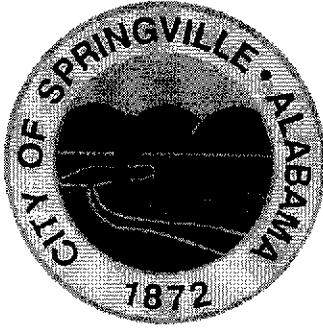
Witness:

Posting Location

Springville City Hall

Springville Public Works Bldg.

Springville Post Office



JOB DESCRIPTION

PARKS & RECREATION GENERAL LABORER

JOB SUMMARY

The full time Parks and Recreation General Laborer is responsible for supervising general parks and recreation programs including: general maintenance duties, assisting with construction projects, cleaning the parks grounds and buildings, operating commercial mowers, small landscape related equipment and assisting with and supervising recreation events.

DEPARTMENT

- Public Works

IMMEDIATE SUPERVISOR:

- Parks and Recreation Coordinator

PAY

- Range: 19,000-30,000 per year

JOB DUTIES and RESPONSIBILITIES:

- Responsible for general maintenance, cleanup duties and safety checks associated with various City owned lands and facilities.
- Operate light vehicles, commercial mowers, small grass cutting/hedge trimming machinery, power tools, field chalk machines, field painters, field dragging machines and other specialized seasonal maintenance equipment.
- Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible.
- Assist with construction and landscape projects
- Move supplies, personal property, picnic tables and equipment as directed
- Clean bathrooms and other public use areas
- Collect and dispose of garbage and litter as directed
- Develop understanding of applicable City / Park rules and report any violation appropriately.
- Setting up seasonal operations as directed (clearing trails, cleaning equipment, and setting up sports fields)
- Assist with setup, tear-down and the operation of necessary equipment and property related to recreation events, special events, and functions.

- The above is not intended as an exhaustive list of duties / responsibilities and the employee shall be required to perform any and all other related duties as directed by the Parks and Recreation Coordinator.

JOB REQUIREMENTS

Qualifications:

- Valid driver's license
- High School Diploma or G.E.D
- Experience in building/park maintenance is highly desired

SKILLS

- Capacity to work both independently and in a team environment
- Ability to adapt to the daily challenges associated with a busy work environment
- Excellent communication and customer service skills
- Ability to work in a variety of weather conditions
- Strong problem solving, conflict management and organizational skills
- Capacity to operate a variety of landscape and park maintenance equipment
- Capable of lifting equipment, tables and a variety of heavy objects
- Ability to work flexible hours including overtime, weekends, and nights
- Experience in small and heavy equipment operation and landscaping maintenance
- Knowledge in parks and maintenance and sports field management is desired
- Working knowledge of City properties and programs is desired

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands of the position are significant. While performing the duties of this job, the employee will frequently be required to walk, stand, sit, bend, talk and hear, and use hands to finger, handle or feel. The employee must be able to lift and/or move up to 30 pounds and may be required to do so on a frequent basis. The employee will be required to exert significant physical effort to perform the job duties and responsibilities of this job. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate.

Please submit City of Springville application and resume to parcs-rec@springvillealabama.org