

## **Park Services Specialist**

Under general supervision, the Park Services Specialist will be responsible for operating a variety of motorized equipment and a variety of hand and power tools in order to perform all facets of parks and ground maintenance.

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Perform unskilled or semi-skilled maintenance and/or operational activities in parks, trails, irrigation lines, buildings, facilities, streets, or other Town facilities and structures
- Ensure the proficient and safe operation of all vehicles, equipment, stationary and hand-held power tools. Operates, maintains, and performs preventative maintenance repairs on the same.
- Building maintenance and janitorial duties of buildings and facilities.
- Assisting with the training and daily oversight of seasonal worker.
- Inspecting park properties and amenities.
- Operation and minor repair of equipment infrastructure, tools, and/or related items
- Attends Parks & Recreation Commission meetings
- Interacting with the public to represent the Town of Georgetown when in the field.
- Entering data; preparing logs and records
- Maintaining an inventory of equipment and supplies
- Learns from and assists skilled workers in performing required activities
- Set-up for and work during special community events
- Clears limbs and branches
- Loads and unloads tools
- Maintains, fertilizes and aerates turf
- Plants flowers, trees, and shrubs
- Mulches applies top dressing
- Assists with snow removal activities
- Coordinates and monitors assigned seasonal employees
- Perform additional duties as assigned

### **Qualifications**

#### **Minimum Qualifications:**

- Adequate knowledge of tools and equipment common to manual labor and construction.
- Ability to perform strenuous physical labor for extended periods of time, including:
  - a. Operating various types of tools and equipment associated with parks, building and facility maintenance.
  - b. Lifting at least 50 pounds, carrying and loading/unloading heavy items and materials.
  - c. Hand digging and other manual labor functions.
- Ability to communicate effectively in English, both verbally and in writing.
- High school graduation or equivalent certificate or any equivalent combination of education and experience on a year-for-year basis.

- Minimum of one year related work experience.

**Special Requirements:**

- Must possess and maintain a current valid Colorado driver's license.
- Must be at least 18 years of age.
- Must have dependable transportation.
- Must be willing to work overtime and on weekends and holidays for extended periods of time for overtime or comp pay.
- Must be able to lift at least 50 pounds.

**Preferred Qualifications:**

- Prior janitorial or building maintenance.

Offer of employment contingent on criminal history, MVR check and education verification.

**This position also requires a post offer physical**

**Additional Information**

Must have a valid driver's license, if you are from out of state, you must obtain a valid Colorado driver's license within 30 days of hire date, in order to be approved you must have no major violations in the past three years.