

VIGO COUNTY PARKS AND RECREATION DEPARTMENT  
JOB DESCRIPTION

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| POSITION:          | Seasonal Custodian-Maintenance                                                                                                                                            |
| DIRECT SUPERVISOR: | Maintenance Specialists (Park Specific)                                                                                                                                   |
| PAY AND HOURS:     | \$8/hour – 30-35 hours per week including weekend hours                                                                                                                   |
| CLASSIFICATION:    | Seasonal, Non-Exempt Employee: <i>May 1-October 15</i>                                                                                                                    |
| SCOPE AND PURPOSE: | Assist full-time staff on seasonal maintenance projects.<br>Maintain the cleanliness of the park shower houses, rest rooms, and other park facilities used by the public. |

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MAINTENANCE DUTIES AND RESPONSIBILITIES:

- Cleaning – shower houses, rest rooms, shelters, and/or other facilities used by summer visitors.
- Trash pickup and removal – pickup and remove trash/garbage in campground, around picnic areas, etc.
- Responsible for using park vehicles and materials responsibly.
- Public relations – be courteous at all times with the public. Offer assistance when appropriate.
- Safety – report immediately any conditions that might affect safety of public.
- Report any unusual or suspicious behavior.
- Assist in warning campers of severe weather conditions approaching.
- Safety rules and procedures – must observe safety rules and procedures as well as remind park visitors of them when necessary.
- Other tasks that might arise and need attention.

MINIMUM SKILLS/QUALIFICATIONS REQUIRED:

- Valid driver's license required to drive county vehicles.
- Must pass drug test.
- Ability to communicate with individuals of all ages.
- Ability to confront individuals not in compliance with park rules.
- Ability to work in or outdoors in all kinds of weather.
- Willingness to learn procedures and work when needed.
- Ability to get along with fellow employees so that work environment is not hindered.
- Must have telephone or other means to be contacted should emergencies arise.
- Experience helpful, but not required.
- Hepatitis B vaccination required. (provided by park department)

## PHYSICAL REQUIREMENTS

- Ability to exert physical effort in moderate to heavy work including but not limited to: lifting, carrying, pushing and pulling, stooping, kneeling, climbing, etc.

## PERSONAL CHARACTERISTICS:

- Ability to work outdoors in all kinds of weather
- Willingness to pitch-in and work in areas other than maintenance
- Dependable
- Truthful
- Orderly
- Initiative
- Alert and aware of safety