

# Village of Mahomet Parks and Recreation

P.O. Box 259 - Mahomet, IL 61853

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**Department:** Parks & Recreation

**Position:** Parks Maintenance/Seasonal/8 Month      **FLSA status:** Non-Exempt

**Dates:** (Tentative) March 15 – November 15, 20-40 hours per week

**Age:** 17+

**Application Deadline:** March 5, 2021

**Qualifications:** Ability to perform a variety of tasks. Must possess ability to understand and work from written and oral instructions. Must possess ability to use and maintain tools and equipment in a safe and respectable manner. Hold and maintain a current driver's license and clean driving record. Must be at least 18 years of age and provide satisfactory personal references.

**General Purpose:** Provides maintenance support for Village of Mahomet Parks and Recreation Programs.

**Essential Duties and Responsibilities:** Responsibilities include, but are not limited to, mowing, weeding, painting, landscaping, field preparation for recreational activities, and various duties as assigned.

**Supervision:** Supervision is received from the Parks Maintenance Worker, the Program Coordinator and the Director of Parks and Recreation.

**Essential Functions:**

- Mowing, trimming, landscaping
- Line, drag, set-up bases, and stock concession stands for recreational activities.
- Put up nets and paint fields for soccer/soft ball games.
- Maintain sports fields and maintenance equipment according to established procedures and report any problems to the Park Maintenance Supervisor.
- Inventory materials and supplies when necessary.
- Perform outdoor duties under varied seasonal conditions.
- Empty trash barrels and pick up trash from grounds.
- Clean restrooms and restock necessary supplies.
- Clean and set up pavilions and shelters.
- Janitorial in any of the Village of Mahomet facilities.
- Other duties as assigned.

**Marginal Functions:**

- Attend all required meetings.

**Psychological Considerations:**

- Respond to problem situations in a mature manner and within the policies and procedures of the Department.

**Physiological Considerations:**

- Lift and carry supplies 50+ pounds.

**Environmental Considerations:**

- May be exposed to all weather conditions especially extreme heat and sun.

**Disclaimer:**

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Applications are available at the Mahomet Park and Recreation Office, 218 South Lake of the Woods Road, Mahomet and online at [www.mahometrecreation.com](http://www.mahometrecreation.com). If you have any further questions, please contact Mahomet Recreation at 217/586-6025 or e-mail [mahometrec@mahomet-il.gov](mailto:mahometrec@mahomet-il.gov).