Town of Selmer Parks and Recreation

230 N 5th St. Selmer, TN 38375

Office Phone (731)645-3866

<https://selmer.recdesk.com/Community/Home>

**Parks Maintenance/ Seasonal**

**Department:** Parks and Recreation

**Position:** Parks Maintenance/ Seasonal

**Dates:** (Tentative, flexible based on availability) May 1-August 31, 25-40 hours per week and/or March-October, 20-40 hours per week.

**Age:** 17+

**Application Deadline:** Until filled

**Qualifications:** Ability to perform a variety of tasks. Must possess ability to understand and work from written and oral instructions. Must possess the 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 17 years of age and provide satisfactory personal references.

**General Purpose:** Provides maintenance support for Selmer 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 Manager and the Director of Parks and Recreation.

**Essential Functions:**

* Mowing, trimming, landscaping
* Line, drag, set-up bases, hang banners
* Put up nets and paint 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 Selmer Parks and Recreation facilities
* Other duties as assigned

**Marginal Functions:**

* Attend all required meetings

**Physical Demands:**

* Lift and carry supplies 50+ pounds

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**Disclaimer:**

The position description does not constitute an employment agreement between the Town of Selmer Parks and Recreation and employee and is subject to change as the needs of parks and recreation 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 Selmer Community Center, 230 N. 5th St., Selmer TN and online at <https://selmer.recdesk.com/Community/Home>. If you have any further questions, please contact Selmer Parks and Recreation at (731)645-3866 or email parksandrecreation@selmer.gov