

PARKS AND RECREATION ASSISTANT

DESCRIPTION OF WORK

Under the direction of the Parks and Recreation Director, is responsible for maintenance of grounds, park buildings/equipment and aquatic center. In charge of the groundskeeping of park areas, equipment maintenance, and landscaping. Assists in the overall planning, directing and supervision of municipal recreational activities. Promotes good will and develops a positive approach to public relations in the community. Assists in helping develop and implement appropriate recreational activities for all citizens within Waverly, the Waverly School District 145, and the surrounding area in providing activities for kids of all ages. Works varying schedules, including nights and weekends.

DUTIES – EXAMPLES OF WORK

Helps oversee the daily operation of municipal recreation programs and facilities, including field preparation.

Maintains park grounds, park signs, restrooms, playground equipment and trash removal.

Knowledge in all operations, activities and policies of the Parks and Recreation Department.

Responds to citizen inquires, complaints and information requests.

Inspects recreational areas, facilities, and equipment to determine safety, adequacy and maintenance needs.

Will work with the Waverly School District and other groups and organizations to promote good use of City of Waverly areas and facilities.

Tracks and performs equipment repairs, recommends purchase of new equipment to the Parks and Recreation Director when needed.

Routinely checks light fixtures, playground equipment and all other park features and reports deficiencies to the Park and Recreation Director. Makes arrangements for repairs/purchases.

Oversees the seasonal staff and provides direction and work schedules.

Sustains the park inventory supply and has organizational skills to maintain a clean work environment.

Responsible for maintaining accurate records and summaries for all maintenance equipment servicing and checks.

Performs additional duties as assigned.

PREFERRED QUALIFICATIONS

Must possess a valid driver's license. Must obtain a pesticide certification and pool operator's license once employed. Two (2) year's experience in recreation field; or work in landscaping, groundskeeping, and equipment maintenance. Knowledge of basic recreational programs, preventative maintenance, heavy equipment operation, safety procedures, pesticide application, and general aquatic knowledge preferred. Must be able to lift, carry, or move equipment up to sixty (60) pounds.