Park Labor - Part Time

The City of Bryant is accepting applications for **Part Time Park Labor**. Starting hourly rate $12.50 per hour plus, commensurate with experience. Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position open until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

GENERAL DESCRIPTION OF POSITION

Assists in maintaining grounds, playground equipment, structures and facilities. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs operation of equipment such as lawn mowing equipment, etc.

2. May act as temporary relief for other departments.

3. Performs manual construction and maintenance work under little supervision.

4. Completes daily logs and reports as assigned.

5. May be required to work weekends.

6. Pool Duties:

7. Removes leaves and other debris from surface of water.

8. Cleans bottom and sides of pool. Inspects and replaces loose or damaged tiles.

9. Cleans and repairs filter system.

10. Adjusts and performs minor repairs to heating and pumping equipment.

11. Dumps chemicals in prescribed amounts to purify water in pool.

12. Prepares service report of materials used and work performed.

13. Regular and punctual attendance.

14. Ability to work overtime.

15. Ability to interact with team members.

16. Clean/disinfect restrooms, replenish supplies, empty trash, sweep and mop all areas.

17. Move furniture/equipment for various functions as needed.

18. Maintain custodial supplies; stock and inventory materials and supplies.

19. Keep building in good working order including changing light bulbs, and minor repairs.

20. Maintain outside areas in vicinity of buildings and parking lot.

21. Operate and care for vacuum cleaners, scrubbing machines, and other janitorial supplies.

22. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS
Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Not indicated.

INITIATIVE AND INGENUITY
SUPERVISION RECEIVED
Under immediate supervision, with short assignments of work at frequent interval with regular check of work.

PLANNING
Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND
Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING
Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

RESPONSIBILITY FOR WORK OF OTHERS
The level of direct supervisory responsibility for the assignment of job duties, training, leadership, guidance, needs of employees, hiring, terminating and/or direction of the effort of others. Scoring will depend upon the number and classification of people normally supervised or directed, and the scope of complexity of the operations involved in the supervisory responsibility. (Job classification which involves no supervision will not be assigned a point value for this factor.)

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY
Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT
Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS
Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT
Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT
Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS
Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. Hot mix paving in constant sun).

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is continuously exposed to outdoor weather conditions; regularly exposed to work near moving mechanical parts, extreme cold, extreme heat; frequently exposed to wet or humid conditions, risk of electrical shock; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision.

ADDITIONAL INFORMATION
Not indicated.