



City of South Bend

Vacancy Announcement

Post Date: Monday, August 3, 2015

Closing Date: Thursday, August 6, 2015

GROUP LEADER – ISLANDS

Category: Full Time - Teamster

Department: Parks

Reports To: Superintendent V

Schedule: 7 AM-3:30 PM, Monday-Friday. Hours may vary based on operational needs.

Pay Rate: \$18.21/hr. (Non-exempt)

Position: **SUMMARY**

Maintains all park department island properties. Performs other park department related maintenance duties: mowing, driving trucks, park maintenance. Performs other duties as assigned when necessary.

SUPERVISION EXERCISED

Directs a crew of 1-2 seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Responsible for maintenance of park island properties including mowing, trimming of grass and bushes, snow removal, leaf pickup and necessary landscape repairs.
- Fills out paper work for necessary supplies and materials.
- Fills out daily paper work of work completed.
- Responsible for reporting needed repairs.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- High School Diploma or equivalent education required.
- Two (2) years of experience in landscape maintenance.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Working knowledge of equipment, materials and supplies used in landscape maintenance.
- Skill in the operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule.

- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand, follow and transmit written and oral instructions.
- Ability to establish effective working relationships with employees, supervisors, and public.

CERTIFICATES, LICENSE, REGISTRATION

- Class B CDL required.

EQUIPMENT

Pickup truck, miscellaneous hand and power tools, lawn boys, riding mowers, edger, trimmers, flat bet truck, dump truck.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works near moving mechanical parts and in and outdoor weather conditions. The employee frequently works in high precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The noise level in the work environment is usually quiet, except when operating power equipment.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required
Comprehensive Background Check Required