

CITY OF
CHARLESTOWN

EST. 1808

Dr. Treva Hodges, Ph. D.
MAYOR

POSITION:	Parks Laborer
DEPARTMENT:	Parks and Recreation
WORK SCHEDULE:	As assigned, general hours will be between 6 a.m. to 3 p.m., Monday-Friday
JOB CATEGORY:	LTC (Labor, Trades, and Crafts)
DATE WRITTEN:	Created March 29, 2022
STATUS:	Part Time/Hourly
PAY RATE:	Dependent upon skill level, experience
FLSA STATUS:	Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Most of the work is outdoors, in nature.

Distinguishing Characteristics

Laborers in the Parks and Recreation Department are responsible for the day-to-day upkeep of parks within the City of Charlestown. The department seeks a self-motivated individual, who is hard-working and honest. Individuals should seek pride in their work, along with working toward keeping up the appearance of Charlestown. Being a team-player is a must. Laborers are considered part time. Pay rates are dependent upon the skill level, knowledge, experience, and education of the laborer.

Essential Duties and Responsibilities included, but not limited to:

- Weed eating, mowing, pulling weeds, trimming bushes, and/or trees
- Watering plants
- Mulching, seeding
- Cleaning parks facilities
- Picking up trash, emptying trash cans at City parks
- Other duties as assigned.

Qualifications

- Experience in machinery operation including mowers, tractors, and small engine machines such as weed trimmers, leaf blowers, hedge trimmers and others.
- Experience with facility maintenance and cleaning when needed.
- Ability to manage multiple and rapidly changing priorities with clear organization and problem solving.
- Have a safe work record and dependable attendance.
- Education and experience as determined by the Mayor – a desirable way to demonstrate the required knowledge, skills, and abilities required of this position includes graduation from high school or equivalency.
- Possession of a valid Indiana driver's license and the ability to maintain insurability under the city's vehicle insurance policy.
- Schedule is Monday-Friday with a somewhat flexible schedule as a Part Time employee.

Physical Demands

While performing the duties of this job the employee is regularly required to sit, walk, talk and hear both in person and on the telephone, use hands and fingers, handle and feel tools/equipment, and reach with hands and arms. Must be able to lift and/or move up to 25-50 pounds. Will be exposed to various weather conditions. May require occasional lifting and set up of event equipment such as tables and chairs. Driving a city vehicle may be needed at times.

Responsibility

The Parks Laborer reports directly to the team lead.

Interested applicants should submit a resume and cover letter explaining their experience and interest in the position to the attention of Mayor Treva Hodges via email at Mayor@cityofcharlestown.com, or in person at City Hall (304 Main Cross Street, Charlestown). An application is also available online. **The position is open until filled.**

The City of Charlestown is an Equal Opportunity Employer. If you require reasonable accommodation in completing an application, interviewing, or participating in the employment selection process please email the Human Resources representative at heather.schrimp@cityofcharlestown.com or call (812) 256-3422.