

## **Job Description: Full-time- Park/Facility Maintenance**

### **General Description:**

This position is vital to the success of the Jerome Recreation District, as park/facility maintenance is a significant part of the District's responsibility to the public. It is important then, that this individual be professional in manner and appearance and possess strong organizational skills and be able to manage time and responsibility. The parks employee must be organized, thorough, detail oriented, self-motivated and possess strong analytical and problem-solving skills. This position will be responsible for identifying/completing maintenance needs, under the direction of the Maintenance Supervisor and the Director and operating within a budget. This is a position requiring a self-starter with strong organization and time management skills.

### **Qualifications:**

#### **Minimum Qualifications:**

- ◆ High School Diploma or GED certificate.
- ◆ Experience operating various pieces of small equipment.
- ◆ General handyman skills
- ◆ Good Physical Condition
- ◆ Possess a valid Idaho Driver's License
- ◆ Ability to work flexible hours, including evenings and weekends
- ◆ Must be able to pass background check.

#### **Desired Qualifications:**

- ◆ Previous maintenance experience, specifically landscape/park maintenance
- ◆ Knowledge of automated sprinklers & pump maintenance
- ◆ Experienced handyman skills
- ◆ Turf management
- ◆ General carpentry skills

### **OTHER DUTIES**

#### **Organizational Skills**

Identify maintenance needs

Prepare and communicate work schedule

Prepare maintenance plans and recommendations for facility maintenance.

Identify and address facility needs, repairs, and improvements

Establish and maintain a safe work environment

Identify and develop safety protocols in accordance with safety standards

Complete all other duties as assigned by the Director & Maintenance Supervisor

#### **Fiscal Responsibility**

Operate within designated budget as directed by Maintenance Supervisor

## **Salary and Benefit Information:**

**Salary Range:** \$20-22 per hour starting pay, depending on experience.  
Position is intended to be a full time, 40 hour a week position.

### **The Jerome Recreation District offers the following benefits:**

Employee Health Insurance including Dental & Vision  
PERSI Retirement package  
Vacation time awarded: 8 hours per month  
Sick time awarded: 8 hours per month  
12 paid holidays per year

### **More Information about the Jerome Recreation District:**

The Jerome Recreation District is a non-profit organization formed as a political subdivision of the State of Idaho, though it is not part of the state government. A five-member Board of Directors serves as the governing body for the Jerome Recreation District.

The Jerome Recreation District owns and operates:

**Jerome Recreation Center**-7 acres of park facility, recreation center, outdoor swimming pool.  
**Gayle Forsyth Memorial Park**  
**Becker Park**  
**Candlelight Park**  
**Rotary Park**  
**3 Mile Bike Path**  
**New unnamed 20 acre park**

To Apply, please submit a completed application with resume by the deadline of March 15, 2024.

The Jerome Recreation District is an Equal Opportunity Employer & a Drug Free Workplace.