

**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Outdoor maintenance worker      **Department:** Facilities  
**Reports To:** Facility Services Coordinator      **Salary Range:** \$7.50-\$9.50/hour  
**Last Updated:** January 2011

**Position Summary:** Responsible for maintaining recreational facilities for the DRC program schedule.

**Qualifications:** Mature individual at least 16 years of age. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

All workers should note that although you will generally work a regular schedule, there will be times, because of weather and special events, that your work schedule will fluctuate. This will mean work after 5:00pm on some days as well as work on the weekends. You should be willing to work at these times when called to do so.

**Essential Job Functions (listing most important first):**

1. Upkeep and daily maintenance of athletic and recreational facilities assigned by the Assistant Facilities Services Coordinator.
2. Keep an accurate account of clock-in/out times on time clock or a time sheet when necessary.
3. Work all dates and times assigned by the Facilities Services Coordinator.
4. Train staff in proper preparation and care of equipment and facilities.
5. Work with city and school staffs to assure quality outdoor facilities.
6. Maintain vehicles, work machines, tools, equipment and work areas.
7. Other tasks assigned by supervisor. Outdoor Maintenance includes a broad scope of duties, so be prepared to perform a variety of tasks.
8. Attend staff meetings as required.
9. Responsible for attending all in-service meetings.

**EXPERIENCE:** Previous field maintenance experience desirable. Knowledge of landscaping/work equipment and tools helpful.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun and heat. Need to have the ability to see and hear, sit stand, stoop, climb a ladder, bend and walk about. Must possess an audible voice for communication and ability to lift up to 50 pounds.

Exempt/**Non Exempt**      Full-Time/**Part-Time**      Permanent/Temporary/**Seasonal**

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.