

**Columbus Parks and Recreation Department  
Position Description**

**Position Title:** Athletic Facilities Laborer - **Two Open Positions Currently Available**  
**Application Deadline:** January 22, 2019  
**Status:** Full Time Hourly Non-Exempt  
**2019 Salary Range:** \$15.46 - \$19.32  
**Department:** Parks and Recreation  
**Reports to:** Athletic Facilities Supervisor  
**Supervises:** 3-5 Part-time/Seasonal Employees

**Summary of Functional Responsibilities:**

- Carry out the daily management plans for all Athletic Facilities & Hamilton Center Ice Arena.
- Support all Parks and Recreation responsibilities

**Specific Duties of the Position:**

- Contribute and carry out the management plans for all Athletic Facilities & Hamilton Center Ice Arena.
- Complete all work assigned in a timely manner.
- Work with minimal or no supervision.
- Perform all functions of preventive maintenance in accordance to all standards and procedures.
- Keep inventory of all supplies, materials and equipment.
- Ensure good working relationships with customers, vendors and fellow employees.
- Report for all assigned hours, including weekends, holidays and overtime as designated by the Athletic Facilities Supervisor.
- Implement and support all applicable safety and quality programs.
- Assist with snow removal.
- Ability to multi-task.
- Represent the Parks and Recreation Department in a courteous, professional and friendly manner.
- Support Parks and Recreation special events.
- Provide the highest quality customer service.
- Perform all other duties as assigned and in accordance to all standards and procedures.

**Education and Experience:**

- High school education or equivalent.
- Athletic Facilities Maintenance and Sports Turf experience desirable.
- Some hands-on experience preferred.
- Valid Indiana license.
- Good Driving Record sufficient to be covered by City Insurance.
- Ability to operate all trucks and equipment.
- Strong written and oral communication skills to interact with all internal/external resources.
- Willingness to receive additional training in Athletic Facilities & Hamilton Center operations.

**Judgment:**

- Work is of ordinary difficulty and complexity and is performed under general or no supervision.

**Supervisory Responsibility:**

- 3-5 Part-Time/Seasonal Employees

**Relationships Responsibility:**

- Must be able to work with customers (internal & external) to keep service at the highest standard possible.

**Working Conditions:**

- Exposure to more than ordinary conditions which include, but are certainly not limited to, stress and inclement weather.