



**Columbus Parks and Recreation Department
Position Description**

Position Title: Hamilton Community Center & Ice Arena (HCCIA) - Athletics/Maintenance Staff Member

Positions Available: Two Open Positions Currently Available

Application Deadline: March 31, 2019

Status: Part-time Maintenance

2019 Salary Range: \$7.47 - \$16.10

Department: Parks and Recreation

Reports to: Athletic Facilities Supervisor

Supervises: 0 Employees

Summary of Functional Responsibilities:

- Carry out daily management plans for all Athletic Facilities and support all Parks & Recreation responsibilities

Specific Duties of the Position:

- Contribute and carry out management plans for all Athletic Facilities/Hamilton Community Center & Ice Arena
- Complete all work assigned in a timely manner
- Work with minimal or no supervision
- 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 & Recreation Department in a courteous, professional and friendly manner
- Perform all other duties as assigned

Education and Experience:

- Some hands-on experience preferred
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.
- Ability to operate all trucks and equipment

Judgment:

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

Relationships Responsibility:

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

Working Conditions:

- Exposure to more than ordinary conditions which include, but are certainly not limited to, extreme heat and cold temperatures

Classification of Job:

- This is a part-time position with no more than 1559 hours per year and does not provide any benefits.