FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: General Parks & Recreation Worker DATE OPENED: 6/26/2020

DEPARTMENT: Parks CLOSING DATE: 7/10/2020

If you have any questions about this position vacancy, call: (406) 758 - 5800 .

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non Union

✔ FULL TIME ___ REGULAR (YEAR ROUND POSITION)

___ PART TIME ✔ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 15.03 per Hour

SALARY AT:
1 YEAR STEP: $ 15.63 per Hour
2 YEAR STEP: $ 16.25 per Hour
3 YEAR STEP: $ 16.58 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

7.5 month seasonal position.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County, MT
Range: Stnd 16
Code: 05100

GENERAL PARKS & RECREATION WORKER

NATURE OF WORK:

Under supervision, performs a variety of semi-skilled duties, i.e., concession operation, light construction and maintenance of parks and playgrounds, refereeing a variety of sports, teaching youth or adult activities.

TASKS PERFORMED REQUIRE THE WORKER TO:

Keep records, handle tools, clean, repair play equipment. Perform semi-skilled plumbing, operate riding mowers and other power tools, organize activities for summer youth camps, monitor hallways and gyms of non-county facilities.

REPRESENTATIVE EXAMPLES OF WORK:

Detailed listing of all tasks performed daily and weekly, i.e., use of tools, equipment, and materials. Tasks are listed no matter how small or how great the task may be.

(A) MAINTENANCE: Drag fields, mow, line, fill holes, water infields and outfields, remove water from infields (squeegee, pump), pick up trash and empty trash cans, weed eat, get gas or diesel in county vehicle, service equipment and vehicles, clean and stock bathrooms, rake grass and leaves, deal with the public, mow/weed eat/pick up trash on medians, help in concession, make trophies, work tournaments, sharpen mower blades, repair and maintain sprinkler system, water alleyways, island and park, move bases, general maintenance, and align fields.

(B) CONCESSION: Use of cash register, fill ice machine, clean soda machine, fill condiments, make popcorn and hot dogs, stock bathrooms with toilet tissue, sweep bathrooms and clean sinks and counters, wash dishes, make coffee, restock cups, clean nacho machine, get change from stores, roll money, clean machines (hot dog, popcorn, etc.), change soda machines, mop and sweep floors, take out trash, get ice for injuries, serve customers, sell T-shirts, pick up area around concession, clean stock room, give umpires paychecks, crush boxes, fill napkin dispensers, answer phone, take lost and found items, fill condiment bottles, and stock food.

(C) RECREATION: Referee basketball, football, soccer (indoor and outdoor), softball, volleyball, teach all types of sports, i.e., basketball, volleyball, T-ball, kick ball, new games, operate scoreboards, keep score books for basketball and softball, sweep floors, pick up trash, play games, hand out equipment, check restrooms, check out equipment, monitor children, visitors in hallways, and gym.

Perform related work as assigned.

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment).

Knowledge Of:

* tools, materials & equipment used in carpentry, painting, plumbing, mowing, trimming and field maintenance
* food service
* making change
* concession equipment
* customer services
* rules and methods of teaching youth and adult sports activities

Ability to:

* use tools and recreation equipment skillfully and safely
* organize recreation activities
* understand and carry out oral and written directions
* establish and maintain cooperative relations with other department staff
* obtain a valid Montana Driver's License
* teach sports and recreation skills to youth and adults

GENERAL RECRUITMENT INDICATORS (Persons applying for a position in this class should have the following experience and/or training)

In one or more of the following: Concession, general parks maintenance, grounds keeping, refereeing, organizing recreation activities of youth and adults.

ACTION	DATE	REFERENCE
Adopted	01/08/96	Commissioners' Minutes
Revised	04/22/03	Commissioners' Minutes
Adopted grade change per salary survey recommendation:		
	09/20/06	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Adopted	06/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)