



# CITY OF FLORENCE, ALABAMA

Human Resources / Benefits Department

## **JOB NOTICE February 13, 2012 Public Job Posting**

**Applications for FIFTEEN PART-TIME TEMPORARY MAINTENANCE WORKER POSITIONS IN THE CITY OF FLORENCE PARKS & RECREATION DEPARTMENT for the summer of 2012 will be received in the Office of Human Resources until 5:00 P.M., JUNE 30, 2012. Applications forms may be picked up in the Office of Human Resources, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through JUNE 30, 2012.**

Although this job notice will remain open until June 30, 2012, the largest number of employees hired under this notice will be selected prior to **APRIL 1, 2012.** Initial screening of applications will begin on or about **MARCH 1, 2012.** Later hiring will be limited to filling vacancies that may occur or to meet additional requirements, which is expected to be small in number.

All Parks and Recreation Part-Time/Temporary Maintenance positions are manual laborer positions and similar in nature. Selected applicants will be assigned to crews that may work at multiple locations (e.g. Sportsplex, various sports field and parks and other areas as required). Other Part-Time Temporary summer positions in the Park and Recreation Department will be posted under separate job notices.

Prior to preparing an application, all prospective applicants are advised to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder.

**HOURLY RATE: \$8.6490**

**JOB SUMMARY: THE MAINTENANCE WORKER POSITION IS PART-TIME/TEMPORARY FOR THE 2012 SUMMER MONTHS. THE EMPLOYEE WORKS UNDER THE SUPERVISION OF THE MAINTENANCE SUPERVISOR, RECREATION SUPERVISOR, SPORTS COMPLEX MANAGER, OR GOLF COURSE SUPERINTENDENT. THE EMPLOYEE PERFORMS LABOR DUTIES IN THE PARKS, GOLF COURSE, ATHLETIC FIELDS, BUILDINGS, FACILITIES, AND OTHER AREAS AS DIRECTED. SPECIFIC DUTIES INCLUDE: OPERATING AND MAINTAINING EQUIPMENT AND REPORTING EQUIPMENT PROBLEMS; COLLECTING AND DISCARDING TRASH ; CUTTING AND TRIMMING GRASS; CLEANING FACILITIES; SETTING UP FACILITIES; PREPARING SPORTS FACILITIES; REPORTING DAMAGES OBSERVED; ASSISTING IN THE**

**OPERATION OF CENTERS, PROGRAMS, AND FACILITIES; ASSISTING WITH INSTALLATION AND REPAIRING OF IRRIGATION AND DRAINAGE SYSTEMS; SPOT SPRAYING CHEMICALS; AND ASSISTING WITH MAINTENANCE OF ORNAMENTAL PLANTINGS AND BEDS.**

***\*\*\*SEE ATTACHED JOB DESCRIPTION FOR DETAILS OF REQUIRED DUTIES AND RESPONSIBILITIES; REQUIRED EXPERIENCE TRAINING AND LICENSING; REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES; AND PHYSICAL DEMANDS OF THE JOB. \*\*\****

The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for a position with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.



A handwritten signature in black ink that reads "Robert S. Steen". The signature is written in a cursive style with a horizontal line underneath it.

**Robert S. Steen**  
**Interim Human Resources Director**

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is a **EQUAL OPPORTUNITY EMPLOYER**.

**SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUGS AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.**