



CITY OF POLSON

POSITION: Assistant Custodian

DEPARTMENT: Parks & Recreation

ACCOUNTABLE TO: Director of Parks and Recreation

SUMMARY OF WORK: Maintains Park and Recreation Department Restrooms, Parks, and Buildings.

TYPE OF POSITIONS AND HOURS: (Anticipated hours and schedule, subject to change)

- Part-time, (30 hrs./week)
- 4/22 to 9/20, Sunday, Monday, Tuesday 5:00 AM to 3:30 PM
- Schedule will vary depending on weather.
- Positions start at \$12/hr. to \$13/hr. DOE.

JOB CHARACTERISTICS:

Nature of work

- Performs semi-skilled labor
- Operates light equipment
- Strenuous physical labor - adverse weather/hazardous conditions
- Adhere to safety practices and procedures
- Utilize safety equipment that is provided
- Extensive contact with the public and other city employees/agencies
- Limited supervision and direction of duties

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Maintains and cleans park and golf restroom facilities, and golf clubhouse.
- Collects and removes garbage and litter from golf course and parks
- Safely utilizes various chemicals for cleaning, sterilizing, graffiti removal etc.
- Performs minor building maintenance and repairs: change light bulbs, paint, carpet cleaning, maintain plumbing fixtures, etc.
- Operates various equipment and machinery, i.e. manual transmission pick-up trucks, small equipment, hand tools.
- Communicates/report safety or maintenance concerns to supervisor
- Performs other duties as assigned



JOB REQUIREMENTS:

Knowledge

- Operation of applicable tools and equipment
- Building maintenance
- Safety practices and procedures

Skills

- Entry-level skills in operation of needed equipment
- Minor plumbing, handyman, and carpentry for repairs
- Driving vehicles with manual transmissions

Abilities

- Communicate effectively both verbally and in writing
- Follow verbal and written instructions
- Establish effective working relationships with fellow employees, supervisors and the public
- Complete assigned duties in the allotted time with minimal to no supervision
- Follow safety routines and practices
- Have the physical stamina to perform required duties

Other Requirements

- Must be able to work weekends and holidays
- Valid State of Montana driver's license
- Reliable means of transportation
- Ability to pass drug and alcohol tests

EDUCATION AND EXPERIENCE:

- High-school diploma or GED
- Experience in the operation of cleaning and hand tools

JOB PERFORMANCE STANDARDS:

Job performance criteria include, but are not limited to, the following:

- Performs duties as assigned within the allowed time period
- Adheres to safety practices and procedures
- Deals tactfully with the public
- Performs duties with a minimum of direction and supervision
- Effectively operates and maintains equipment and tools
- Demonstrates physical stamina to perform duties



- Observes work hours and demonstrates punctuality
- Establishes and maintains effective working relationships with the public, fellow employees and supervisors

EQUAL OPPORTUNITY EMPLOYER

The City of Polson is an equal opportunity employer and does not discriminate on the basis of race, religion, color, creed, national origin, sex, marital status, family status, religious beliefs, age or mental/physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Polson.

By signing this document, the employee acknowledges the duties and responsibilities contained within as well as received, read and understands the contents of this document.

Printed Name: _____

Signed _____ Date _____

Supervisor Name: Pat Nowlen, Director of Parks and Recreation

Signed _____ Date _____