



## **Oaks Park Buildings and Grounds Job Description**

**Reports to:** Maintenance Director

**FLSA:** Hourly

**Approved By:** Chief Executive Officer, HR Manager, and Maintenance Director

### **Position Summary:**

As a Buildings and Grounds Team Member, you are responsible for landscaping and general building maintenance, as well as supporting the care and upkeep of the park and surrounding public areas. This role involves constantly walking throughout the park, straightening, emptying, and cleaning garbage receptacles; mowing, weeding, and shrub trimming; and maintaining picnic areas. You help set the tone for every guest who visits Oaks Park through a positive attitude and by keeping restrooms and all midway areas clean, neat, and welcoming.

### **Essential Duties and Job Responsibilities:**

- Use gardening tools around the property.
- Empty trash and weekly pressure wash trash cans.
- Plant, water flowers, grass, shrubs, and trees.
- Use a riding mower, a walking behind mower, a string trimmer, and a backpack blower.
- Clean and wash open seating areas, tables, and seating areas.
- Pressure wash buildings, gazebos, asphalt, and other structures.
- Inform Director, Manager(s), or foremen on duty, of any significant concerns and problems.
- Maintain safety standards at all times for our guests, yourself, and other park employees.
- Answer guest questions and provide excellent customer service to contribute to an overall memory-making experience.
- Perform other work as assigned, which may not be listed above. These duties may change with or without notice.

### **Qualifications:**

- Must be 18 years old or older.
- Have a valid US Driver's License.
- Forklift knowledge a plus, but will train.

**Knowledge, Skills, and Abilities:**

- Communicate and provide consistent, friendly, and helpful customer service to guests and all park employees.
- Ability to follow all safety practices and use all safety equipment.
- Mixing bulk chemicals into hand sprayers.
- Work independently and as part of a team.
- Able to be on time when scheduled.

**Physical Demands:**

- Constantly using hands for grasping and holding objects necessary for performing duties.
- Able to use cleaning chemicals to perform your duties.
- Able to push and pull heavy equipment and a cleaning cart with cleaning materials.
- Able to climb on roofs/buildings, ride stairs, and ladder at heights up to 25 feet.
- Able to drive a golf cart.
- Able to climb stairs, a ladder, twist, bend, stoop, reach and or kneel.
- Able to walk 5 miles a day.
- Able to lift up to 25 pounds in place or move across a distance.
- Able to be in an outside environment and stand for several hours at a time in all types of weather.

**Schedule:**

- This is a full-time position. Must be flexible to work weekends, holidays, and evenings as needed. The schedule fluctuates with seasonal needs.

**Wage:**

- This is a full-time position and is considered nonexempt, which means you are eligible for overtime pay when over 40 hours are worked in a given week. The starting wage is \$17.30 per hour, depending on experience.

**Benefits:**

- At Oaks Park, some amazing employee perks include free rides and roller skating, discounts on food, REAP card (while supplies last) which allows an employee and a guest to visit several other Non-Profit venues within the state, along with a GREAT FUN atmosphere to work in.

Oaks Park welcomes people from all walks of life and is an inclusive workplace. We believe a great team makes the dream work! Oaks Park is a drug-free workplace, and a pre-employment drug screen and background check are required.