



March 6, 2007

TO: FOR IMMEDIATE RELEASE
SUBJECT: JOB POSTING

**Part-Time Seasonal Park Laborer-Maintenance
Bowling Green Parks & Recreation
(Salary \$8.00 - \$10.00 per hour)**

The City of Bowling Green's Parks & Recreation Department is seeking qualified, dependable individuals for its part-time seasonal maintenance staff. These are part-time, temporary positions without fringe benefits. Individuals must be at least 18 years old and have a valid driver's license. Previous experience with small tractors, grounds maintenance, aquatic facility and /or softball field maintenance beneficial. Must be able to work flexible schedule up to 40 hours per week for the full term of seasonal appointment (approx. April – September) including evening and weekend hours. Individuals must complete an application packet that is available in the Personnel Department of the City of Bowling Green, 304 North Church St., Bowling Green, OH 43402-2399. Telephone: (419)354-6229 web: www.bgohio.org e-mail: BGPersonnel@bgohio.org Interviews and hiring will begin in April however applications will be accepted through August, 2007. AA/EEO



DRESS CODE

All people who work in the parks represent the Parks & Recreation department to the community. If provided, you are expected to wear your official park shirt, hat or swimsuit each day that you are on the job. Shirts must have sleeves and be worn at all times; they should never be overly wrinkled, torn, transparent or cropped. Shorts and skirts should be modest and cover the upper 1/3 of the thigh and all of the buttocks. Slacks, shorts and skirts should not be overly tight or wrinkled, torn or hip hugger in nature. Clothing should be appropriate for your activity and age group of the park users. No sunglasses are to be worn inside buildings.

For the aquatic staff, swimsuits will be modest in nature and always cover the buttocks and hips. One-piece swimsuits are required of all female employees and the tops are required to cover the chest modestly and appropriately. Plunging necklines, strapless suits and backless suits are not permitted. No Speedos are allowed for male employees working in the aquatic facility.

Appearance

When in direct contact with the public, these guidelines should be followed:

Dress

- No threadbare or holes in clothes
- No cut-offs
- No inappropriate slogans or innuendo on clothing
- When dealing with the public, sunglasses are to be removed
- Shirts are to be tucked in when wearing parks and recreation clothing

Jewelry

- All piercings other than in the ears must be removed before arrival on site
- Excessive necklaces, earrings, and bracelets that could get caught on tools, people, or equipment are also discouraged

Tattoos

- Tattoos are not to be visible at any time

Smoking

- Smoking should never be done where a member of the public could observe you

Drinking

- Alcohol consumption on park property during work hours, with the exception of fundraising events, is strictly prohibited as is reporting to work under the influence

CITY OF BOWLING GREEN
DEPARTMENT OF PARKS AND RECREATION
JOB DESCRIPTION

MAINTENANCE – SEASONAL

Position: Park Laborer

Scope of Facility Responsibility: Building Custodial Maintenance, Grounds Maintenance, Athletic Field Maintenance, Nature Preserve maintenance, Aquatic Complex (Pools) Maintenance or a combination thereof.

Salary: \$8.00- \$10.00 per hour

To be employed by the City of Bowling Green Parks and Recreation department as a Laborer, individuals MUST be at least 18 years of age and meet the requirements of the job.

QUALIFICATIONS: Previous experience with small tractors and grounds maintenance equipment beneficial. Past experience in Aquatic Facility and/or Softball Field maintenance is desirable. *Ability to lift 50 pounds. MUST possess Valid Drivers License. And add in all other required stuff from personnel here.* MUST be available for the full term of seasonal position (typically April – September but are flexible in some cases). Applicant must be available to work up to forty (40) hours per week.

DUTIES TO INCLUDE BUT NOT LIMITED TO: General Custodial Maintenance of Buildings, Bathrooms, Park Shelters, Pools. Disc Golf Course. Sand Volleyball Courts, Nature Trails and Preserve. Softball and Turf maintenance including Infield Preparation, Mowing, Trimming and Hand Work (Raking, Shoveling). Will Work Weekends (on rotating basis) and overtime may be required for tournaments and special events. Some Sunday evening (June and July to 9:00 PM) and early morning shifts may be required.

The Facilities Coordinator with assistance from the Park Maintenance Specialists make out the work schedule. Any possible conflicts or extended time off must be discussed prior to an individual accepting any position.