

May 22, 2009

**CITY OF BEXLEY
CLASSIFICATION SPECIFICATION**

Job Title: Recreation and Parks Service Worker
Department: Recreation and Parks
Reports To: Recreation and Parks Grounds Maintenance Supervisor
FLSA Status: Non-Exempt
Civil Service Status: Classified
Overtime Eligibility: Eligible

Summary:

Under the direction of the Director of Recreation and Parks, is responsible for Jeffrey Mansion weekend rentals, the Jeffrey grounds, the Shelter House, set-ups for in and outdoor events, and general grounds and building maintenance as needed; performs other duties as required.

Work Week:

Wednesday through Sunday (Note): Saturday and Sunday hours will vary.

Essential Duties and Responsibilities:

Completes routine inspections of the grounds and buildings, and makes routine repairs when necessary;

Provides and helps with facilities and its upkeep and maintenance of the Jeffrey and Commonwealth Parks;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, extreme heat and cold.

The noise level in the work environment is varied from moderate to loud.

Qualifications:

Ability to perform tasks and indicated duties satisfactorily.

Must have a valid Ohio Driver's License and be insurable under the City's fleet insurance policy.

Employee:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

Signature

Dated: _____

Supervisor/Department Head:

Signature

Dated: _____