

JOB TITLE: Winter Island Park, Weekend Maintenance Foreman

DEPARTMENT: Parks, Recreation & Community Services (PRCS)

POSITION STATUS: Part-time, seasonal

REPORTS TO: Winter Island Park, Manager

JOB SUMMARY: Responsible for the general maintenance and successful operation of the twenty (20) acre Winter Island Park and its various facilities and functions. The employee must be willing to work on weekends and holidays. This job opportunity is limited to 10 weeks, beginning on the weekend of June 30 and July 1, 2018 and ending on Labor Day weekend, September 1 and 2, 2018. The employee must have a flexible schedule, willing to work the hours he/she is most needed by the Winter Island Park Manager, with consideration given to scheduled functions and events and the weather. The employee may not exceed 16 hours worked per weekend. The campground is open on weekends/holidays from 6:00 am – 10:00 pm and between the hours of 7:00 am – 10:00 pm on weekdays.

RESPONSIBILITIES: The primary role and responsibility associated with this position is to assist and supplement the work required of the Winter Island Park Manager. Additional roles and responsibilities associated with this position include, but are not limited to:

- Responsible for listening to any customer problems/complaints received from the general public and working toward the end result of resolving any customer problems/complaints with a positive outcome.
- Provide direct supervision of Winter Island Park seasonal maintenance employees on weekends and/or holidays. Reviews work of subordinates in progress and on completion for conformance with instructions and timeliness.
- Assisting with the cleaning and maintenance of the public bathhouse, ensuring the bathrooms and showers are properly cleaned on a regular basis and stocked with cleaning supplies as needed, maintaining a litter-free park by picking up debris found on the ground including cigarette butts, emptying and replacing the liners of trash barrels located throughout Winter Island Park, disposing of trash into dumpsters, raking and grooming campsites and public areas, cleaning and relocating picnic tables as needed, disposing of charcoal ashes, raking, removing and disposing of seaweed from Waikiki Beach, operate gas powered lawn equipment to mow and trim grass, shrubs and trees as needed.
- Ensure the Function Hall and outdoor Pavilion are fully cleaned, folding tables and chairs are properly setup, and otherwise ensure the venues are ready for the customers prior to their arrival for scheduled functions and events.
- Keeps the Winter Island Park manager advised of unusual problems or delays.
- Conduct routine inspections of all roads, outlying areas such as trails, beaches, buildings, facilities, public boat ramp, Fort Pickering, Fort Pickering Lighthouse, and playground for any signs of potential safety issues. Ensure any unsafe or hazardous conditions, when discovered or reported, shall be addressed in a timely manner and corrected as necessary.

- Educate, enforce and inform patrons of park and campground rules and regulations.
- Perform general maintenance and repairs, including light carpentry, plumbing, and electrical work. Report signs of any major repair work that needs to be addressed to the Winter Island Park Manager.
- Attend training relevant to the performance of the role as Weekend Maintenance Foreman.
- Maintain a professional working relationship with other City of Salem departments including the Salem Harbormaster regarding issues involving the day to day operation and maintenance of Winter Island Park and its facilities.
- Perform other related assignments and tasks as necessary or required by the Winter Island Park Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Driver's license
- A pleasant personality
- A positive attitude
- Self motivated and able to work independently, once trained
- Basic mechanical ability (solid ability preferred)
- Proficient communication and teamwork skills
- Ability to develop and maintain effective working relationship with subordinates
- First Aid/CPR certification are a plus but not required
- Preference will be given to candidates who can fluently speak English and Spanish

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to stand, walk, handle or feel objects, tools or controls, reach with the hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk and hear. The employee must occasionally lift and/or move up to 50 pounds and frequently lift/move up to 25 pounds. Specific vision abilities required of this job include peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The employee will be outside frequently, in all types of weather, and must not be afraid of getting his/her hands dirty. The noise level in the work environment is usually moderate, depending upon the location.

DEADLINE: Any person wishing to apply for this position should do so, via email to parkrecjobs@salem.com no later than the close of business day, June 1, 2018.

The City of Salem is an EEO/AA Employer.

