



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### INTERNAL/EXTERNAL POSTING

#### NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Works	Parks & Recreation	Park & Recreation Attendant	R12 - \$619.13-\$639.10

**Scheduled Hours: 7:00 AM to 3:30 PM Tuesday- Saturday**

**Please complete a City of Pawtucket Employment Application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under "Employment Opportunities". Please include a copy of your diploma/GED, as well as a copy of your CDL. Email the entire package to [HR@pawtucketri.com](mailto:HR@pawtucketri.com)**

- Must provide a copy of High School Diploma or GED, with some experience and some knowledge of general maintenance materials and methods, as well as the ability to operate light tractors, trucks and power tools and mowers;
- **and** must obtain a Commercial Drivers' License within six (6) months of appointment to position.
- Must be able to lift 75 pounds.

Job Specifications are attached for your review.

**Candidates must meet minimum qualifications as stated in job description.**

**PLEASE REVIEW THE JOB DESCRIPTION BEFORE APPLYING FOR THIS POSITION.**

#### **Application Period:**

**Internal Applicants:** March 29, 2018- April 6, 2018

**External Applicants:** March 29, 2018- Until filled

*The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.*



# CITY OF PAWTUCKET

## Job Description

**Job Title:** PARK AND RECREATION ATTENDANT  
**Department:** PARKS AND RECREATION  
**Reports To:** IMMEDIATE SUPERVISOR  
**Pay Grade:** R12  
**Prepared By:** AG/sr  
**Prepared Date:** JULY 2000  
**Approved By:** JC  
**Approved Date:** 3/1/01  
**Revised Date:** 11/30/09

### SUMMARY

Performs manual unskilled and semi-skilled work in the care and maintenance of all parks and recreation facilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Cleaning and maintenance of all parks and recreation areas, buildings, athletic fields, playgrounds, tennis and basketball courts, park grounds, passive parks, gateways, Daggett Farm, Veterans Pools, cemeteries and any other related parks and city properties.

Landscaping, trimming and cutting grass, trees, shrubs, etc.

Landscaping, fertilizing, planting and watering trees, flowers, shrubs, sod, seed, etc.

Fall and spring clean ups, mulching, cultivating, weeding, raking, shoveling and any other manual work that is related to grounds maintenance.

General repair and maintenance of machinery, equipment and vehicles.

Operate hand tools, power tools, all Parks Division vehicles, tractors, paint machines; lawn mowers, snowblowers, snowplows and any other moderately complex equipment.

General maintenance work such as the alteration, repair, and maintenance of buildings, sprinklers, tables, fences, bleachers, playground equipment and any other parks and city properties.

Assists in the installation of any new parks and recreation projects.

Preparing routine reports

Performing related work as required

Assists other public works division on manual labor projects

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); with some experience and some knowledge of general maintenance materials and methods, as well as the ability to operate light tractors, trucks and power tools and mowers.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Commercial Driver's License or employee must obtain CDL within six (6) months of appointment to position

## **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 talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 75 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to wet, cold and humid conditions, moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high precarious places and vibration from mechanical equipment. The noise level in the work environment is usually moderate.