

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Park Aide  
Reports to: Park Services Supervisor  
Position Status: Part Time  
Pay Status: Hourly

### **JOB SUMMARY**

Under general supervision, performs a variety of duties related to cleaning, maintenance and development of park and recreation areas and associated facilities. May perform work related to building maintenance and repair, equipment maintenance, and construction of park areas and facilities. May assist in setting up facilities for Park District and private events as needed. Hours will vary and may include weekends, holidays and evenings.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Mows and maintains lawn areas and athletic fields.
2. Cleans park buildings and grounds.
3. Performs work relating to planting and care of trees, shrubs, flowers, and turf areas.
4. Assists with the installation, repair, and maintenance of irrigation systems.
5. Operates walk-behind mowers, and small power equipment, such as blowers, weed-eaters, and other tools.
6. Vacuum floors, empty trash, scrub toilets/sinks, mop floors, clean counters, stock toilet paper, and pick up litter on a daily basis at various facilities.
7. Mop/wax floors, scrub walls, shampoo carpets, change light bulbs, wash windows, dust surfaces, and hose walkways.
8. Assist in repair and construction projects at District facilities.
9. Basic set up and clean up for rentals, classes and events.
10. Perform accurate record keeping of supplies, daily work records and other documentation as requested.
11. May require responding to periodic after hour's emergency calls.
12. Performs other duties and responsibilities as assigned by their supervisor.

### **QUALIFICATIONS**

- Must be at least 18 years of age
- Requires a valid driver's license.
- Must complete specified safety trainings within 30 days of hire

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate equipment in a responsible and safe manner.
- Basic understanding of horticultural practices with an aptitude for grounds work.
- Ability to work harmoniously in a group and to interact with the public in a positive and courteous manner.
- Demonstrated punctual and reliable in work habits.
- Willingness to accept supervision and to communicate effectively with supervisors.
- Ability to learn new job-related skills as required.
- Can be trusted to work under loose supervision and take initiative where appropriate.
- Able to use time efficiently and effectively.

**WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking work environment. Work is performed in park service field, shop and office environments and may require weekend duties. May be exposed to bees and potentially hazardous plants (i.e. poison oak and stinging nettles.)

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.

- Must be able to perform parks services duties that require sustained, strenuous physical exertion that includes activities such as moving and heavy lifting of items up to 50 pounds; also stacking, pushing, pulling, bending, twisting, climbing and standing for extended periods.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Work environment may be noisy at times.
- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

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Manager Signature