

Seasonal Parks & Facilities Maintenance Specialist

The City of Cottleville, Missouri, is seeking to fill new part-time/seasonal Parks & Facilities Maintenance Specialist positions. The City of Cottleville is one of the fastest growing communities in Missouri and maintains a diverse economy while sustaining its rich history. The complete job description and application process is available online: www.cityofcottleville.com. Interested applicants should submit a cover letter, application form, and resume to the City Administrator, by mailing it to 5490 Fifth Street, Cottleville, MO 63304 or emailing it to michael.padella@cityofcottleville.com. The position will remain open until it is filled.

City of Cottleville, Missouri

Job Description

Seasonal Parks & Facilities Maintenance Specialist

Division:	Parks & Recreation	Reports to:	Parks & Rec. Superintendent
Date:	May 7, 2025	Hours:	16-32 hours per week
Starting Pay:	\$18.00/hour	Status:	Seasonal Part-time Position

PURPOSE

This position is responsible for maintaining city parks, facilities, and public spaces.

ESSENTIAL FUNCTIONS & DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Inspects and maintains city parks, playgrounds, and facilities on a regular basis.
- Lawn and turf care including mowing, trimming, and turf restoration.
- From time to time maintain street rights-of-way and public landscape areas.
- Operates and maintains light outdoor equipment.
- Prepares athletic fields and courts for sporting activities and events; prepares facilities for special programs and events.
- Cleans historic log cabin, restrooms, and other city facilities. Pick up trash and empties trash receptacles in public parks, places, and along city streets.
- Assists in the performance of a variety of light construction, maintenance, and repair tasks.
- Maintain a clean and organized work area.
- Trims and prunes trees and shrubs; weeds and mulches landscape areas.
- Following manufacturer's instructions apply over the counter fertilizers, herbicides, and pesticides.
- Responsible for the routine maintenance and upkeep of city equipment and tools to ensure their longevity.
- Performs other related duties as assigned.

KNOWLEDGE & SKILLS REQUIRED BY THE POSITION:

- Knowledge of turf care and maintenance.
- Knowledge of lake/pond care and maintenance.
- Knowledge of chemical applications.
- Knowledge of general electrical, plumbing, carpentry, water irrigation systems, concrete, and painting/staining principles.
- Knowledge of vehicle and equipment maintenance practices.
- Knowledge of tree and plant maintenance and care.
- Knowledge of custodial procedures.
- Knowledge of markings for athletic fields.
- Knowledge of the set up and take down of temporary fencing, barricades, signs, and banners.
- Skill in operating light outdoor equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Parks & Recreation Superintendent assigns work and provides general instructions. The supervisor spot-checks work ensuring proper safety measures are followed and for compliance with instructions and established procedures and best practices.

GUIDELINES: Guidelines include building codes, safety regulations, supervisory instructions, and special event guidelines. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of related duties connected to maintaining city parks and facilities.

SCOPE AND EFFECT: The purpose of this position is to maintain city parks and facilities. Successful performance helps ensure the provision of safe and well-maintained parks and facilities for the community.

PERSONAL CONTACTS: Contacts are typically with co-workers, parts suppliers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently standing, walking, bending, crouching, climbing, sitting, and/or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity and skill.

WORK ENVIRONMENT: The work is typically performed outdoors, where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, hot/cold or inclement weather. The work requires the use of personal protective equipment such as safety masks, ventilators, goggles, hard helmets, ear protection, and/or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform basic mathematical calculations at a level commonly associated with the completion of a high school education or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship, technical/skilled trade training or having had a similar experience and position for one to two years.
- Possession of a valid driver's license issued by the State of Missouri for the type of vehicle or equipment operated.

Applications will be accepted until the position is filled. Application and resume should be submitted to the City Administrator, Michael.padella@cityofcottleville.com.