

The City of Westminster is currently accepting applications for a Maintenance Tech for the Recreation Department. This position is part time (25 hours per week maximum) and you must be flexible with your hours, there will be evenings and weekends. Persons applying must be able to do minor repairs, supervise events when necessary, must pass a background check and drug screen. The job description is attached and applications must be turned in to City Hall either by mail, email or hand delivered. Applications will be accepted until the position is filled.

Jennifer Adams
City Clerk/Treasurer

City of Westminster
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City of Westminster
Position Description
Recreation Department
Facility Maintenance Technician
(part time employment)

GENERAL PURPOSE

Assist the Recreation Director and Assistant Recreation Director in conducting activities in the recreation center or other recreation facilities; performs a variety of task in the maintenance and operations of parks and recreation buildings, grounds, open spaces, and parks.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director and Assistant Recreation Director.

SUPERVISION EXERCISED

May supervise part time recreation staff, special interest instructors, seasonal employees, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains parks and open spaces such as baseball, soccer, and football fields.

Prepares fields for games.

Inspects, washes, and performs routine maintenance of parks drinking fountains and restrooms.

Performs routine maintenance on lawn and power equipment.

Performs custodial work at facilities.

Monitors spectators and participants at events to ensure orderly conduct.

Performs task associated with the cleanliness and safety of facilities.

PERIPHERAL DUTIES

Required to fill in other positions within the department as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- 1.) Graduation from high school or GED equivalent, and
- 2.) One (1) year of recreation related experience, or
- 3.) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills, and Abilities:

- 1.) Knowledge of equipment and facilities of a community recreation program;
- 2.) Skill in operation of appropriate tools and equipment;
- 3.) Ability to establish and maintain effective working relationships with supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing;
- 4.) Some knowledge of equipment, materials, and supplies used in building and grounds maintenance; some knowledge of equipment and supplies used to do minor repairs;
- 5.) Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk or stand for long periods of time, and to perform strenuous physical labor under adverse field conditions

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.