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## **Job Title: Grounds Maintenance Worker and Lifeguard**

**Business/Location:** City of Covington/Covington, TN

**Grounds Maintenance Worker Position Announcement:** The City of Covington, TN seeks a Part-Time Grounds Maintenance Worker to perform routine manual work in connection with the general and specific upkeep and maintenance of facilities and park grounds; does related work as required.

***Summary of Job Responsibilities:*** Uses power equipment, i.e. tractor lawn mowers, grass cutters, etc. in the maintenance, mowing, raking, and cutting of grass in municipal parks; Uses various power and noper power tools in the trimming and/or removal of brush and trees in park areas; Makes repairs to park building(s), athletic/sports facilities, etc., which may involve minor electrical, carpentry, plumbing, masonry or other trade tasks; Operates a pick-up truck or other vehicle to transport equipment, supplies or personnel to various park sites; Prepares athletic fields for play including cutting grass, removing litter/debris, lining fields, etc.; Maintains paths, driveways, and parking lots including sweeping of areas, snow removal and minor black top repair; Maintains, services, makes minor adjustments to power tools, motorized equipment and park vehicles; Paints and repairs park benches, bleacher seats, etc.; Makes minor repairs to parks equipment; Participates in grounds maintenance, including seasonal care of trees, shrubs, flowers, ground preparation for lawn rejuvenation, planning and fertilizing activities, including pesticide application of herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.

***Minimum Job Requirements:*** High School Diploma/GED, Minimum Age 16, Valid TN Drivers' License, Knowledge of equipment, materials, and supplies used in building and grounds maintenance, Must be able to communicate orally and in writing and understand oral and written instructions, Honesty, Reliability, Physical Endurance. ***Work Hours/Salary:*** Part-Time, Requires varied hours some evenings and weekends, Grade 3 Starting pay \$7.50 per hour. ***Test Required:*** Drug Screen, post offer Physical and Background Check.

***Working Conditions and Physical Effort:*** While performing the duties of this job, the employee may work occasionally in extreme outside weather conditions. The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, frequent use of arms/hands. Frequently required to walk, sit and talk and hear. Standing for extended periods of time, must be able to occasionally lift and or move at least 50lbs and occasionally lift 100lbs. Must be able to perform strenuous physical labor safely. Must be able to hear a wide variety of sounds. Specific vision abilities

required for this position include a close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Lifeguard Position Announcement:** **Job Duties**-Works under the general supervision of the Aquatics Coordinator. Employee will be primarily responsible for routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard. **Special Skill Requirements**-Current American Red Cross First Aid and CPR Certification, Life Guard Training Certificate. **Qualifications**-Valid TN drivers' license, considerable knowledge and experience swimming, monitors the use of the swimming pool, enforces safety rules, patrols the swimming pool and aquatics facility, assists in implementing various aquatics competitions throughout the year, performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc..

**Minimum Education, Experience, & Age**-High school student, graduate, or GED; 1 year equivalent of previous experience in some phase of aquatic operations is desired; age 16+. **Work Hours and Work Days**-29 hours per week, must be available to work flexible hours Monday through Sunday, the pool is open year round. **Salary**-\$7.25 per hour.

**Contact information:** To apply for Lifeguard, call Tiny Barton, Personnel Director at (901) 476-9613. To apply for Grounds Maintenance Worker, submit an application to the Personnel Department at 200 West Washington Ave 2<sup>nd</sup> Floor. Applications may be obtained at City Hall 2nd Floor at posting board Mon-Fri between 8am-5pm or can be downloaded and printed online at <http://www.covingtontn.com/human-resources.html> Applications for both positions are always accepted. This posting has no closing date.

*The City of Covington is an equal opportunity employer. All qualified applicants will be considered without regard for race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.*

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Jessica Cannon, Counselor/Career Services Coordinator at 901-475-3137 or email [cannon@dsc.edu](mailto:cannon@dsc.edu). Check out the DSCC [Career Counseling](#) webpage. Upload your resume to [www.jobs4tn.gov](http://www.jobs4tn.gov)