



Town of Belville

North Carolina

Position of

Grounds Maintenance Technician / Recreation Assistant

Description

The Town of Belville is seeking a part-time employee to assist the Parks and Recreation Department with the overall management and operation of the Town's facilities and recreational programs. Work is performed in many types of weather conditions and requires interaction with the public. Work is performed under the general supervision of the Town Manager and the Ground Maintenance Supervisor, frequently requiring considerable initiative, independent judgment, and discretion.

Salary range: \$18/hour, Part-Time
Position will remain open until filled

Duties

The position requires supporting the activities of the Parks and Recreation Department which administers and promotes public recreation service for the community. Direction comes from the policies established by the Board of Commissioners and the Town Manager, with the following duties performed personally or through subordinate employees.

- Provides superior customer service while interacting with park patrons.
- Serves as a crew member for parks and landscaping maintenance work.
- Cooperate as a member of a work crew and establish effective working relationships with other employees.
- Maintains, inspects and repairs park facilities/amenities such as boardwalks, trails and playground equipment through manual labor.
- Performs litter control and restocks receptacles.
- Load and unloads supplies and materials.
- Transports trailers, mowers, and other equipment.
- Fills in holes in lawns and completes planting, mulching, and trimming.
- Sanitizes trash cans, cleans buildings, and restrooms along with other janitorial duties.
- Assists with carpentry, painting, and other various semi-skilled maintenance duties.
- Prepares grounds for festivals and events and assists in setting up for events and programs.
- Assists with managing gate access, shelter reservations and farmers market operations.
- Opens and closes facilities/park for general use and reservations.
- Maintains daily communication with supervisor and attends staff meetings.
- Reports hazards or unsafe conditions immediately when discovered.
- Performs all other duties as assigned.



Town of Belville

North Carolina

Requirements

1. Graduation from high school (or GED equivalent);
2. One year of experience in the parks and recreation field; or any equivalent combination of acceptable education and experience which provides the following knowledge, abilities, and skills;
3. Ability to operate light machinery and practice required safety methods; including the use of safety equipment provided for personal use in performing daily work assignments;
4. Ability to report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying full and complete information;
5. Ability to submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions;
6. Ability to provide public protection from unsafe conditions and hazards resulting from municipal work operations;
7. Complete and participate in required training and special safety activities, as designated, such as safety committees, job safety analysis, special training, etc.
8. Considerable knowledge of modern office methods, procedures, and practices.
9. Ability to prepare reports and issue permits.
10. Ability to respond to inquiries from the public in a professional manner.
11. Ability to understand and follow oral and written instructions.
12. Ability to establish and maintain effective working relationships with Board members, other departments, government officials, vendors, employees and the general public.

Special Requirements

- Must be willing to work overtime, holidays, and weekends as requested by the Town Manager.
- A valid driver's license issued by the State of North Carolina is required. (Note: A valid driver's license is a current driver's license that is not revoked, suspended, or subject to limited restoration or conditional operation privileges).
- Ability to work on various types of weather conditions.

ADA Compliance and Physical, Visual, Verbal, and Haptic Ability

The physical demands described herein 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 frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

This job description does not create an employment contract, implied or otherwise.
The Town of Belville is an Equal Opportunity Employer.



Town of Belville North Carolina

About Belville

Our Community

Located in Brunswick County, the Town of Belville has a geographical area of 1.9 square miles, and a population of 3,100. Our town borders the Brunswick River and is located five miles from the Cape Fear River and historic downtown Wilmington, and is a short drive to numerous beaches in Brunswick and New Hanover Counties. Brunswick County is one of the fastest growing counties in North Carolina.

Our Vision Statement

The Town of Belville is committed to maintaining its distinctive Small Town Character and taking a leadership role in revitalization. We are focused on historical education, recreation, and a place for our citizens and businesses to thrive.

Our Focus

We recognize the need to be good stewards of our natural spaces, to foster a culture of engaged community members, and grow and develop our town responsibly. Belville is focused on economic development and revitalization, and desires to create a community for people to live, work, and shop. Our Vision 2030 Plan aims to achieve our goals of smart growth and continued improvement. We maintain close ties to surrounding municipalities with the mindset that improvement and progress is a team effort.



How to Apply

To apply, please complete our Employment Application and submit it along with your resume through one of the following methods:

1. Email materials to townmanager@townofbelville.com OR
2. Mail materials to 497 Olde Waterford Way, Suite 200 Belville, NC 28451, Attention: Town Manager.

Application Form can be found at <https://townofbelville.com/jobs/>