



# City of Leavenworth

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[cityofleavenworth.com](http://cityofleavenworth.com)

## POSITION VACANCIES

### **Parks Maintenance Worker (Returning Seasonal)**

The City of Leavenworth, an Equal Opportunity Employer (EOE), is now accepting applications for two (2) full-time, union-covered Parks Maintenance Workers (Returning Seasonal). Returning Seasonal means an employee working eight (8) months or more but less than twelve (12) months per year with a seasonal layoff.

The Parks Maintenance Worker (Returning Seasonal) assists in basic maintenance, which includes but is not limited to, maintenance and repair of irrigation systems, buildings and structures, sport fields, turf areas, trails, natural areas, amenities, playgrounds, play toys, cemetery grounds, headstones, restrooms, and which includes but is not limited to the essential functions listed to ensure safety, cleanliness, and aesthetic appeal, as well as to meet public needs and standards.

Excellent benefits including 100% employer-paid, family medical/dental/vision plan premium, \$255 employer HRAVebe contribution per month, 1 day each of vacation and sick leave per month, 11.5 holidays plus 2 floating holidays per year, DRS retirement plan, and comp time/overtime accrual.

The salary range is between \$4,460 - \$5,482 per month. The starting salary is based on qualifications and experience.

The anticipated work schedule for these positions is Thursday through Monday with either 5, 8-hour days (6:00 AM – 2:30 PM) or a 9/80 work schedule (6:00 AM – 3:30 PM). The 9/80 schedule consists of 9, 8-hour days over two weeks, with every other Monday off.

A pre-employment background check and a valid Washington State driver's license on the date of hire, with a driving record free of significant moving violations, are required. New employees holding regular positions must complete a probationary period of six (6) months.

The full job description, job application, and instructions on how to apply are available at City Hall, 700 US Hwy 2, Monday through Friday from 9:00 a.m. to 4:00 p.m., and online at [www.cityofleavenworth.com](http://www.cityofleavenworth.com), or by contacting us at (509) 548-5275.

This position is open until filled, and applicants are encouraged to apply immediately. The first review date for applications is April 14, 2025.

# Parks Maintenance Worker (Returning Seasonal)

<b>Salary Range</b>	\$4,460 - \$5,482/monthly	<b>Location</b>	Leavenworth, WA (in-person)
<b>Department</b>	Public Works	<b>Division</b>	Parks
<b>Employment Type</b>	Full-Time/Seasonal	<b>Classification Type</b>	Non-Exempt

## About the Position

The Parks Maintenance Worker (Returning Seasonal) assists in basic maintenance, which includes but is not limited to, maintenance and repair of irrigation systems, buildings and structures, sport fields, turf areas, trails, natural areas, amenities, playgrounds, play toys, cemetery grounds, headstones, restrooms, and which includes but is not limited to the essential functions listed to ensure safety, cleanliness, and aesthetic appeal, as well as to meet public needs and standards.

The Parks Maintenance Worker (Returning Seasonal) reports directly to the Parks Supervisor. This position is located at the Public Works Campus. For this position, "Returning Seasonal" means an employee working eight (8) months or more but less than twelve (12) months per year with a seasonal layoff.

## Essential Job Functions

Among the varied range of responsibilities held within this role, the Parks Maintenance Worker (Returning Seasonal) will:

- Perform general maintenance and upkeep of city parks, cemeteries, facilities, and open spaces, including mowing, trimming, pruning, weeding, planting, watering, and maintaining landscaped areas.
- Assist in planting, watering, and maintaining flowers, trees, and landscaped areas.
- Routinely inspect, clean, repair, and maintain park amenities such as benches, picnic tables, headstones, flower vases, trash receptacles, and playground equipment, ensuring compliance with safety standards.
- Operate and maintain light-duty maintenance equipment, tools, and vehicles (e.g., lawnmowers, trimmers, and leaf blowers) safely and effectively.
- Support seasonal setup, takedown, and maintenance of recreational areas and special event facilities.
- Maintain facilities, including restrooms, by sweeping, scrubbing, stocking supplies, and replacing fixtures.
- Remove litter, debris, and hazards from parks, pathways, and public spaces to ensure safety and cleanliness.
- Assist with irrigation system operation and maintenance, including monitoring, adjusting, and repairing as needed.
- Report damaged equipment, safety concerns, or maintenance needs to supervisors promptly.
- Interact courteously with the public to provide information and maintain positive relationships.
- Maintain effective organizational, problem-solving, and time management skills with the ability to work individually and stay on task.
- Remove snow, ice, and debris during winter months using snow blowers, plows, hand tools, and deicing chemicals.

### *Other job functions:*

- Maintain regular, reliable, and punctual attendance.
- May be required to obtain additional education as required to conduct job functions.
- Other duties as assigned.

## Pre-Employment Screening

The following pre-employment screening(s) are required for this position:

- Background Check

## **Qualifications Requirements**

- High School Diploma or GED equivalent.
- One (1) year of relevant experience (i.e., park maintenance, landscape, urban forestry, and/or other occupation involving horticultural operations and maintenance) and/or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the duties associated with the position is preferred.
- Possession of a valid Washington State driver's license and a driving record acceptable to the City by the employment start date.

### *Requires knowledge of:*

- Principles, methods, materials, and tools for park maintenance, operations, and management.
- Safe use of cleaning equipment, chemicals, and related safety protocols.
- Safety practices, occupational hazards, and effective preventive measures.
- Customer service techniques to interact professionally with the public, vendors, contractors, and colleagues.
- Safe driving practices and traffic regulations.
- Basic office practices, record-keeping, arithmetic, and use of standard office equipment.

### *Requires the ability to:*

- Operate and maintain tools, equipment and perform physical tasks independently and as part of a team.
- Deliver professional, responsive customer service and represent the organization positively.
- Communicate, comprehend, apply, and adhere to written and oral instructions, procedures, and safety policies.
- Complete and maintain accurate records, forms, and reports.
- Identify and resolve safety concerns proactively.
- Foster respectful and collaborative relationships with coworkers, contractors, and the public.
- Organize and prioritize tasks to meet schedules efficiently.
- Use computer systems and software, including Microsoft Office applications.
- Maintain confidentiality and exercise discretion with sensitive information.
- Adapt to varying shifts, including weekends, holidays, festivals, and split schedules.

## **Physical Demands**

- Sitting - Frequently
- Standing - Frequently
- Walking - Frequently
- Moving up to 75 lbs. Floor-Waist - Regularly
- Moving up to 25 lbs. Above Shoulders - Regularly
- Stooping/Bending - Regularly
- Reach Waist to Shoulder - Regularly
- Wrist/Hand/Finger manipulation (keyboarding, mousing, etc.) - Frequently
- Repetitive Motions - Regularly
- Talking - Frequently
- Hearing - Frequently
- Visual - Near Acuity - Frequently
- Visual - Far Acuity - Frequently
- Visual - Depth Perception - Frequently
- Visual - Color Discrimination - Frequently
- Stamina - Intermittently
- Crawling - Occasionally
- Climbing - Occasionally
- Smell - the ability to alert self and others to dangers - Intermittently
- Taste - the ability to alert self and others to dangers - Intermittently

**Working Conditions**

- Exposure to Weather - Regularly
- Noise Intensity Level - High
- Exposure to upset customers – Frequently
- Exposure to Safety Hazards (dust, gases, odors, mechanical and electrical hazards, moving parts and vehicles, tools, equipment) - Intermittently
- Confined Spaces - Intermittently
- Heights of up to 100 Feet - Intermittently
- Depths of up to 30 Feet - Intermittently

**Disclaimers**

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. The Employer retains the right to change or assign other duties to this position.

Nothing in this job description is intended to create a contract of employment.