SEASONAL LEGACY SQUARE MAINTENANCE WORKER

POSITION SUMMARY

The seasonal position will be responsible for the general maintenance and upkeep of Dickinson Legacy Square buildings and grounds. This employee will also help support the Marketing and Events Director and team to execute events at Dickinson Legacy Square. Duties may include, but are not limited to, work at concerts, festivals, holiday events, community events, and other daily programming and the work required to prepare for these events.

RESPONSIBILITIES

Essential Duties:

- Responsible for general care, repairs, upkeep, and maintenance of Dickinson Legacy Square facilities and grounds.
- Daily power washing, bathroom cleaning, sandpit cleaning, turf cleaning, garbage and trash maintenance in cans, landforms, and flower beds.
- Understands and maintains Legacy Square equipment and technology.
- Assists with set-up and clean-up of special events equipment including tables, chairs, tents, signage, garbage and bathroom clean-up, and movement and use of equipment.
- Provides support to the Marketing and Events Director and other staff as needed.
- Assists with implementation of special events and vendors.
- Works at events during holidays, weekends and evening hours.
- Assists with loading and unloading of equipment for events.
- Supports hands-on activities and programming at events.
- Helps maintain special event storage and inventory.
- Assists City Forester with Legacy Square landscaping care and maintenance when required.
- Provides exemplary customer service when interacting with event attendees and patrons.
- Provides additional maintenance and custodial work as assigned at City Hall.
- Other duties as assigned

Knowledge, Skills, and Abilities (position requirements at entry)**:**

- Ability to work in varying weather conditions and long shifts;
- Ability to operate lawn care equipment, snowblowers, and various types of maintenance equipment including hand tools;
- Knowledge of current safety practices and chemical/cleaning supply usage;
- Able to work independently;
- Able to accept supervision;
- Ability to maintain harmonious working relationships with others;
- Ability to effectively communicate orally and in writing;
- Knowledge of basic computer skills;
- Enthusiastic, flexible in response to city buildings and grounds needs
- Strong written and verbal communication skills.
- High level of organization and attention to detail.
- Comfort with multi-tasking in a deadline-driven environment.
- Excellent time management skills.
- Demonstrated problem solving and critical thinking skills.

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QUALIFICATIONS

Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.) required upon hire.
- Six months of related experience preferred but not required;

Special Requirements:

- Valid Driver's License
- Minimum Age Requirement of 21

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Incumbent may be required to work in all weather conditions; around operating equipment; in a noisy environment; and with the physical ability and stamina to perform strenuous physical work associated with buildings and grounds maintenance work. Most work will be performed outdoors.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds force constantly to move objects.
- Work related travel is minimal, but expectations may vary depending on programming and artist needs.

Classification: Grade 11 (G-11)
FLSA: Non-Exempt
Employment Type: Seasonal, non-benefit
Created: 07/10/2024 By PW Director Praus, Marketing Events Director, HR Nameniuk
Updated: 6/15/2025 classification updated to match new pay scale -NT.