



City of
Marion
Ohio

Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

April 13, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire two seasonal employees for the Marion City Parks Department.

Seasonal Employee - This is a part-time position with a pay rate of \$11.25 per hour. A job description is attached.

Please Note: - A high school diploma or GED is required.

- Duties include, but are not limited to: picking up litter and checking for vandalism; cleaning and maintaining restrooms, shelters, picnic tables, and buildings; some mowing; and other duties assigned.
- A valid Ohio Driver's License without restrictions and is free any requirement of High Risk Liability Insurance is required.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, April 16, 2018 at 8:00 am
 Application Closing Date/Time: Friday, April 27, 2018 at 12:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Officer
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA - O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC - Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall - 3 Floors	Fire Dept - 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: SEASONAL
Department: PARKS
Reports To: PARKS SUPERINTENDENT
FLSA Status: Non-Exempt
Prepared By: H. R.
Prepared Date: 7-11-08
Approved By: PARKS SUPT
Approved Date: 7-11-08

SUMMARY: Responsible to the Parks Superintendent to assist with maintenance and general appearance of all City Parks, including buildings and grounds. The Parks Supervisor directs and coordinates activities of workers engaged in maintaining the City's Parks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Picks up litter and checks all areas for vandalism.
- Cleans and maintains restrooms, shelters, picnic tables, and buildings.
- Other park maintenance duties as needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED).

Language Skills: Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; speak effectively with supervisors and other employees.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to: apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations: Valid Ohio Driver's License

PHYSICAL DEMANDS: The physical demands described here 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.

The employee is: regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach

with hands and arms and talk or hear; frequently required to climb, or balance and stoop, kneel, crouch, or crawl; must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration; occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level is usually moderate to loud.