

## **Recreation Gym Attendant**

The Town of Signal Mountain is accepting applications for the position of Recreation Gym Attendant.

Position Summary: Under the direction of the Recreation Director, responsibilities include monitoring Town gym, complying with Town safety rules and regulations, maintenance and cleaning of gym and other duties as assigned by the Parks/Recreation Director. Applications may be obtained by mail by calling (423) 886-2177 or online at [www.signalmountaintn.gov](http://www.signalmountaintn.gov). A signed application and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by 4:30p.m. Friday, April 29, 2016. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.

**Town of Signal Mountain  
Position Description**

**Title: Laborer**

**Division/Department: Recreation**

**Purpose:**

Employee works with a variety of light equipment to maintain grounds, parks and facilities in the town. This position is under the supervision of the Parks and Recreation Director.

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.*

Perform a variety of landscaping, recreation and other park maintenance, including cutting grass, trimming bushes or trees, and raking leaves.

Clean restrooms located at recreation facilities and parks.

Ensure truck is properly loaded.

Inspect equipment for mechanical problems and make corrections.

Perform routine maintenance on light motorized equipment.

Remove debris from street rights-of-way and other Town property.

Perform a variety of building trade work, such as carpentry and painting.

Maintain all playground equipment.

**Knowledge, Skills, and Abilities:**

Knowledge of principles, methods, and procedures of parks maintenance, repair and construction.

Knowledge of practices used in the operation of light equipment.

Knowledge of occupational hazards and safety precautions.

Ability to operate a variety of light equipment.

Ability to establish and maintain an effective working relationship with the public and other employees.

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### **Equipment:**

Pickup truck, Kabota tractor, dump truck and backhoe.

### **Educational Requirements:**

Partial high school education with ability to read, write, and speak a minimum amount of English to perform job.

### **Experience Required:**

Less than one year with a valid drivers license.

### **Problem Solving Requirements:**

Carry out routine tasks that require a sequence of steps usually performed in a standardized way.

### **Writing Skills Required:**

Complete forms using a few words or numbers: for example, taking telephone messages.

### **Speaking/Presentation Skills Required:**

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees.

### **Job Related Communication:**

Within the department – daily

With employees in other departments – daily

With employees in other organizations – monthly

With the public – daily

### **Planning & Scheduling:**

Limited – some planning of own activities is required.

### **Difficulty of Work:**

Work involves following standardized procedures to complete assigned duties.

### **Assignment of Work:**

Close supervision with frequent checks.

### **Effects of Work Errors:**

Errors are readily detected in normal course of work by standard check, resulting in little or no difficulty in loss of time to correct.

### **Working Conditions:**

Approximately 40 standing, 40 percent walking, and 20 percent sitting. Approximately 20-40 lbs. may be required lifting.

Lifting frequency – frequent

Bending – very frequent

Pushing and/or pulling loads – very frequent

Reaching over head – some

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Kneeling – some  
Crawling – some  
Climbing ladders – some

### **Mental/Visual Effort:**

Typing/CRT – none  
Attention to detail – frequent  
Monitoring equipment – very frequent  
Detailed inspection – frequent  
Transcription/proofreading – none

### **Adverse Conditions:**

Exposure to temperature extremes – very frequent  
Dangerous equipment – frequent  
Chemicals – some  
Noise – very frequent  
Physical effort/risk – frequent

Rev. 12/17/10