



Park Maintenance Position Description

Department: Building and Grounds

Position: Maintenance

Job Category: LTC (Labor, Trades, Crafts)

Status: Permanent, Full-Time

Scheduling: 40 hours a week

FLSA Status: Non-Exempt

Date of Announcement: 7/21/2026

Application Deadline: Until position is filled

Job Summary:

Performs a variety of semi-skilled and skilled tasks involving the maintenance and repair of municipal buildings, parks, grounds, and public facilities. The role ensures municipal buildings, public facilities, and outdoor spaces remain safe, clean, and fully operational. The position reports directly to the Buildings and Grounds Supervisors under the direction of the Director of Parks, Buildings and Grounds.

Essential Duties and Responsibilities:

The following list of duties is normal for the position but not all-inclusive.

- ☐ Perform routine maintenance and repairs to municipal buildings, facilities, and grounds.
- ☐ Maintain sidewalks, parking lots, fences, playgrounds, benches, and other public amenities.
- ☐ Perform minor carpentry, plumbing, electrical, painting, masonry, and HVAC repairs.
- ☐ Maintain the grounds of city properties including the city's trail system; disposes of litter; performs landscaping duties including fertilizing, weed control, leaf removal, mowing and trimming; tree trimming.
- ☐ Perform snow and ice removal on sidewalks, parking lots, and public entrances using plows, salt spreaders, and hand shovels.
- ☐ Operate and maintain vehicles and equipment such as mowers, tractors, skid steers, snowplows, chainsaws, trimmers, and hand tools.
- ☐ Ensure proper use, cleanliness, and timely reporting of maintenance needs for fleet vehicles and equipment.
- ☐ Maintain native planting areas and assist with controlled/prescribed burns.
- ☐ Maintain inventory of small tools and equipment.
- ☐ Comply with all departmental and City safety policies and procedures.
- ☐ Install, repair, and program irrigation systems.
- ☐ Set up and tear down equipment for community events, meetings, and recreational programs.

- ☐ Conduct and document facility and grounds inspections to identify preventative and corrective maintenance needs.
- ☐ Maintain and inspect playground structures and equipment to ensure compliance with safety standards and promptly address hazards or repair needs.
- ☐ Respond to emergency maintenance situations, weather events, and after-hours callouts as required.
- ☐ Move, assemble, install, and relocate office furniture, fixtures, and equipment as needed.
- ☐ Assist other municipal departments as assigned.
- ☐ Perform other duties as assigned.

Minimum Training and Experience Required:

- ☐ High School Diploma or GED.
- ☐ One to three years of experience in building maintenance, grounds maintenance, construction, or a related field preferred; or any equivalent combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- ☐ Must be at least 18 years old.
- ☐ Must possess and maintain a valid driver's license during employment.
- ☐ Must possess a valid Class B Commercial Driver's License (CDL) or obtain one within 60 days of employment with employer assistance.

Minimum Physical and Mental Abilities:

- ☐ Ability to perform moderate physical work, including standing, stooping, kneeling, crouching, reaching, lifting, pulling, climbing, and balancing.
- ☐ Ability to work outdoors in extreme temperatures and inclement weather.
- ☐ Ability to interpret, apply and explain rules, regulations, policies, and procedures.
- ☐ Ability to orally communicate and exchange information and make demonstrations.
- ☐ Ability to operate hand tools and automated machines.
- ☐ Ability to walk, climb, and work on uneven terrain while inspecting and maintaining grounds.
- ☐ Ability to make sound judgments and to exercise courtesy and tact in dealing with the public.
- ☐ Frequent lifting (up to 50 lbs.) and occasionally lifting heavier materials with assistance.
- ☐ Be willing to successfully obtain and complete necessary training, and certifications as provided by the department.

Language Ability and Interpersonal Communication:

- ☐ Ability to accurately record and deliver information and meet deadlines.
- ☐ Ability to use independent judgment, common sense, and principles of influence in the performance of tasks.
- ☐ Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities.
- ☐ Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- ☐ Ability to perceive and discriminate colors, sounds, and odors.
- ☐ Ability to prepare work orders, timecards, correspondence, and other job-related documents.
- ☐ Ability to explain, demonstrate and clarify policies, procedures, and standards, as well as the ability to follow specific instructions and respond to simple requests.
- ☐ Ability to communicate effectively with customers, vendors, immediate supervisors, other supervisors, elected officials, contractors, other City personnel, and the public verbally and in writing.

Environmental Adaptability:

- ☐ Ability to work outside during inclement weather conditions year-round.
- ☐ Ability to work effectively in shops, offices, and outdoor environments while being exposed to noise, moving equipment, extreme temperatures, and varying weather conditions.

Rate of Pay:

Teamsters Union Category D as designated by current salary ordinance.

0-1 Year: \$24.38; 1 – 3 Years: \$26.98; Over 3 Years: \$29.06

Hours and Work Week:

Regular work hours are 7:00 a.m. to 3:00 p.m., Monday through Friday.

Work schedules may be adjusted to accommodate snow and ice removal operations, emergency call-ins, and the setup and teardown of municipal events. Evening, weekend, and occasional Saturday work may be required.

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshen.in.gov. Click Job Opportunities.

*****Applicants will be required to successfully pass a background check as a condition of employment*****

The City of Goshen provides equal employment opportunities for all employees and applicants for employment. EOE/Drug Free/Smoke Free