



COME TOGETHER & THRIVE

### Job Description

Organization	City of South Euclid, 1349 South Green Road, South Euclid, Ohio 44121
Department	Parks & Recreation
Position	Parks & Recreation Assistant; Permanent; Full Time; Non Exempt
Supervisor	Director of Parks & Recreation
Organization Summary	The City of South Euclid is an inclusive community with inviting, walkable neighborhoods and architecturally diverse housing options to fit every lifestyle and budget. It is a transit friendly community of over 22,000 residents located minutes from University Circle, Downtown Cleveland, and the I-271 Corridor. As a first-ring suburban community located on the east side of Cleveland, housing is the city's primary industry. However, South Euclid is home to a diverse range of over 300 businesses. These businesses include educational and medical institutions, manufacturers, national retailers and restaurants, small businesses, and professional offices.
Position Summary	The City of South Euclid is seeking a motivated and skilled worker for the position of Parks & Recreation Assistant to perform routine duties in the maintenance, repair, and improvement of public park land and facilities.
Position Responsibilities	<ul style="list-style-type: none"> <li>● Perform daily maintenance duties including the removal of trash, litter, and debris.</li> <li>● Perform routine sanitation duties including cleaning facilities and stocking supplies.</li> <li>● Perform routine landscaping duties including removing yard waste, pulling weeds, and planting.</li> <li>● Perform semi-skilled tasks including building and repairing equipment, painting, and carpentry.</li> <li>● Perform tasks related to event management including setting up and breaking down equipment.</li> <li>● Perform administrative and general office duties as assigned.</li> </ul>
Position Requirements	<ul style="list-style-type: none"> <li>● High school diploma or equivalent with parks or landscape maintenance experience preferred.</li> <li>● A valid State of Ohio driver's license. Insured automobile preferred, but public transit is available.</li> <li>● Strong written and verbal communication skills.</li> <li>● Comfortability engaging residents and community leaders individually or in large groups.</li> <li>● Ability to work independently and demonstrate initiative during periods of minimal supervision.</li> <li>● Physical ability to work outdoors potentially during inclement weather.</li> <li>● Physical ability to operate a computer, climb stairs, and move or lift objects up to (75) pounds.</li> <li>● Availability to work a flexible schedule including evenings, weekends, and holidays as needed.</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>● \$15.00 - \$20.00 per hour.</li> <li>● Paid vacation and sick leave allocated according to the City of South Euclid's salary ordinance.</li> <li>● Paid holidays include New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.</li> <li>● Employer sponsored health insurance including vision, dental, and life insurance options.</li> <li>● Ohio Public Employees Retirement System (OPERS).</li> </ul>
Equity & Inclusion	The City of South Euclid is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or any other protected status.

Application	This position description was posted on January 9, 2023. To apply, candidates should submit a cover letter and resume in PDF format to parks@seuclid.com by February 10, 2023 at 4:30 PM. No phone calls please.
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