

## **POSITION TYPE**

Non-Exempt

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## **FUNCTION TITL**

Park Steward – Events Team

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## **DESCRIPTION**

Under the direction of the Manager of Parks and Plazas, each park steward is responsible for maintaining their assigned area to the highest standards. Assigned areas include, but are not limited to: Center Plaza, Hopkins Plaza/36 S. Charles, Wilkes Lane, and Pratt Street from Hopkins Place to Gay Street.

Responsibilities of Events Team Park Stewards include but are not limited to:

- Daily evaluation of assigned area at beginning and end of each shift with detailed report of work completed. Follow guidelines and schedules posted for each area.
- Landscaping: mowing, weeding, pruning, dead-heading, and clearing leaves, dead materials as needed, or as instructed.
- Seasonal Duties: pulling plants, mulching, planting as directed.
- Watering: assess daily in each area if lawn, plants, trees need to be watered; water accordingly; report any issues with irrigation systems.
- Trash: emptying trash cans and putting trash in appropriate pick-up area, changing trash bags in cans, and walking through area to pick up loose trash. This should be checked several times throughout each shift, and is a priority.
- Furniture: setting up and breaking down furniture, setting up umbrella, weather permitting. Wipe down tables and chairs periodically throughout each shift. Lock up furniture, as needed. Report any broken furniture to Manager.
- Patrol, oversee, and serve as an ambassador in designated public spaces for the purpose of creating a secure, well maintained and welcoming environment. Identify challenges, and make suggestions for improvements.
- Snow and ice removal, as needed.
- Communicate with Manager the need for repairs, new tools, uniform requests, and additional training.
- Assist in the planning, staging, and supervision of events in the various public spaces.
- Respond to emergency situations by notifying appropriate authorities.
- Monitor public spaces for rodent infestation, broken lights, illegal dumping, graffiti, etc. and report to Manager.
- Evaluate the use of plazas and parks and make recommendations for improvements to the spaces that will maximize the public's access and enjoyment.
- Handle various initiatives in park spaces, including games, working events, handling vendors, etc.
- Routinely monitor the condition of trees, plants and turf.
- Perform related tasks as required.
- Administrative and logistics support as required.

### **Supervisory Responsibilities**

This position has no supervisory duties.

**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 Experience**

High School degree or GED required.

**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: walking, lifting, climbing stairs, reaching, some landscaping duties, and setting up and tearing down events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties and responsibilities deemed appropriate or necessary. Conversely, this list of duties and responsibilities may be changed in any way to support the needs of the organization.

**Employee Acknowledgement**

By signature, the employee agrees that he or she has taken the time to read the job description provided. As such, the employee agrees that the duties as outlined are acceptable and that he or she has had the opportunity to question or discuss any one or all duties noted herein.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

(printed name) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

(printed name) \_\_\_\_\_

Human Resources Director Signature \_\_\_\_\_ Date \_\_\_\_\_

(printed name) \_\_\_\_\_