

## **Job Description**

### **SEASONAL GROUNDS KEEPER**

<b><u>Department:</u></b>	<b>Parks and Recreation</b>
<b><u>Immediate Supervisor:</u></b>	<b>Parks and Recreation Supervisor</b>
<b><u>Wage:</u></b>	<b>H-HP</b>
<b><u>Terms:</u></b>	<b>2012 Seasonal Employment</b>

#### **Qualifications:**

Must be 18 years of age or older and possess a valid Alaska Driver's License. Must be able to work well on your own.

#### **Responsibilities:**

The Seasonal Grounds Keeper is responsible for maintaining the Borough Parks and all properties. This position is for 14 weeks at 30 hours per week.

#### **Duties and Tasks Performed:**

- Mow and trim all the Borough Parks and properties, which include the Borough Office, Borough Library, Camai Community Health Center, Monsen Park, Borough Cemetery, and King Salmon Park.
- Check and collect garbage at all Borough sites, which include Birdwatch Point, the Transient Campground, Borough Office, Borough Library, Monsen Park, Borough Cemetery and King Salmon Park.
- Transport all garbage to the Borough Landfill.
- Plant flowers and beautify where needed.
- Report any problems or concerns to the Parks and Recreation Supervisor.
- Perform other duties as assigned.

Job applications can be picked up at the Bristol Bay Borough Office. They must be returned to the Borough Manager by May 18, 2012.

## **ACKNOWLEDGMENT**

I understand the duties of my position as contained in this job description.

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Employee Signature

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Date

The job description is accurate and has been reviewed with the employee.

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Supervisor Signature

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Date