



CITY OF LAKE OSWEGO

EMPLOYMENT OPPORTUNITY

RECREATION SUPPORT ON-CALL

PARKS AND RECREATION

Salary: Starting wages: On-Call - \$15.00 - \$18.00 / Hourly

Closing date: 5:00 p.m., Friday, October 28, 2022

Position: The City of Lake Oswego Parks and Recreation department is looking for qualified candidates to keep the LOPR-Christ Church Parish, the LO Adult Community Center, LO Maintenance Center and Luscher Farm buildings in accessible, clean and orderly condition, performing a combination of customer service assistance and building maintenance/janitorial work. This is a good opportunity for someone looking for supplemental work and has a flexible schedule.

The scheduled shift to be filled is on-call for Monday through Friday 8am-9pm, Saturdays 8am-5pm and possible additional hours for other recreation activities at other locations.

This position is located at the Lake Oswego Parks & Recreation Christ Church Parrish (CCP) 1060 Chandler Road, Lake Oswego OR 97034, Lake Oswego Adult Community Center (ACC) 505 G Avenue Lake Oswego OR 97034, Lake Oswego Maintenance Center (MAC) 17601 Pilkington Road, Lake Oswego, OR 97035 and Luscher Farm (FARM) 125 Rosemont Rd. West Linn, OR 97068. The shifts may occur at any of the above facilities in any given day of the week. The request to work will be given on a weekly basis. Reports to Dina Balogh, Parks & Recreation Administrative Assistant.

Key Responsibilities:

- Key responsibilities include but are not limited to:
- Act as a liaison between Parks & Recreation staff and the public.
- Assist both instructors and participants with program related issues.
- Customer inquiries regarding way-finding and giving directions to rooms and activities.
- Coordinate room usage with public groups.
- Set-up and breakdown of tables, chairs and various program materials and equipment for specified events and activities.
- Maintain building security.
- Provide regular service for the Parks & Recreation Department including cleaning, sweeping, vacuuming, dusting, polishing, washing windows and walls, laundry, water plants, and emptying trash and recycling.
- Maintain designated buildings, performing minor and routine maintenance activities, using hand tools.
- Help contractors locate and access building site and equipment.
- Performs other duties of a similar nature or level.

Education and Experience

Successful candidates will have;

- Knowledge of the principles and practices of the building repair and maintenance.
- Basic knowledge of custodial operations as well as methods, tools, material, equipment and safety practices for making small repairs in the area of assignment.
- Basic computer skills, such as access to email and running scheduling reports.
- Excellent speaking skills, professional manner and good communication skills.

A typical way of obtaining the knowledge, skills and abilities outlined above is six months experience in general maintenance work; or any equivalent combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Candidates must possess an Oregon Driver's License and working cell phone.

Physical and Other Requirements:

- Read, write, perform basic mathematical calculations and follow written and oral instructions;
- Safely operate hand and power tools;
- Perform heavy manual labor in sometimes adverse weather conditions;
- Bend, stoop or kneel for an extended period of time;
- Maintain effective working relationships with other employees, supervisors, and the public
- Physical Activities/Requirements: Perform manual labor; stand, bend, stoop, or kneel frequently throughout a day.

Application Process: You may visit our web site at www.ci.oswego.or.us/jobs to access the online application process. Resumes will not be accepted in lieu of a completed job application. Applications must be submitted by:

5:00 P.M. Friday, October 28, 2022

The City is seeking a diverse pool of applicants that can bring a variety of skills, expertise and life experience to our workplace, including those who may come from a non-traditional background. The City will consider any equivalent combination of knowledge, skills, education and experience that meet the minimum experience qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. If you need modification of the selection process in order to accommodate a disability, please make your request in writing at hr@lakeoswego.city and submit it before the application deadline.