



CITY OF BURLINGTON SEASONAL & SUMMER EMPLOYEES

The Parks and Recreation Dept, including Parks, Forestry, Flint Hills Golf Course, RecPlex, and the Summer Camp Program, has positions open for the 2012 season.

ESSENTIAL FUNCTIONS

Laborers: Participates in the maintenance and operation of City parks, Forestry, Flint Hills Golf Course or RecPlex. Work requires heavy lifting, bending, twisting, stooping, kneeling, walking and/or riding on tractors and mowers for extended periods of time. May operate push mowers, requiring extensive walking and pushing on both level and unlevel ground as well as steeply sloped grass areas. May operate string trimmers & riding mowers and use shovels and other tools to manually dig and move materials such as soil, sand & gravel. Picks up litter. May assist in removal of public owned trees and brush chipping by dragging heavy tree limbs and may prune limbs with handsaws and pole saws. May operate pickups and dump trucks. May perform semi-skilled work in concrete, brick, carpentry and painting, which may be at heights and require the use of ladders. Duties vary by location and position.

Concessionaires: Prepares food and beverage items for resale, waits on and serves the public during RecPlex activities. Also ensures dining area is clean and well organized.

Salespersons: Sells greens fees, works concessions, rents and cleans carts, and performs other related duties at Flint Hills Clubhouse.

Camp Counselor: Responsible for the supervision of children participating in the Summer Camp Program for youth. Also responsible for the planning and implementation of summer activities and site supervision.

Seasonal employees are hired for 3 to 9 month positions and are normally assigned to one Parks & Recreation Department division. In addition to the above duties and responsibilities, seasonal employees are required to perform other duties as assigned, represent the City in a professional, responsible and trustworthy manner and report to work as scheduled.

MINIMUM QUALIFICATIONS

High school diploma/GED required for all positions. Laborer positions require the physical ability to lift heavy objects, up to 100 lbs, and perform heavy manual labor in extreme weather conditions. Lawn care equipment repair and maintenance skills helpful. Salespersons and Concessionaires must be able to operate a cash register and concession equipment and knowledge of the game of golf is helpful for Golf Course Salespersons and Laborers. Camp Counselors must be trained in Red Cross CPR and First Aid.

The City recognizes the Iowa Workforce Development's Iowa Career Readiness Certificate program. Employees must live in Des Moines County or within ten air miles of the Burlington City limits, pass a pre-employment drug test and a State of Iowa background investigation, maintain good working relationships with City officials and employees as well as the general public. In addition, laborer positions must possess a valid Iowa Driver's License.

HOURLY WAGE

Laborers-\$8.50/hr; RecPlex Concessionaires & Golf Course Salespersons-\$7.50/hr & Camp Counselors: \$8.00

HOW TO APPLY

Applications are available at www.burlingtoniowa.org or at City Hall, City Clerk's office-2nd Floor, 400 Washington St, Burlington, IA. Positions will be open until filled.

THE CITY OF BURLINGTON DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES