Nicholasville-Jessamine County Parks and Recreation

JOB POSTING

Job Title
Parks & Recreation Maintenance Worker – Part-Time

Job Number
MWPT-0726

Application Deadline
~~August 12, 2026~~ **Extended to August 19, 2026**

Compensation
Starting pay $17.10/hour

Job Type
Part-time, non-exempt

Schedule
20 hours per week; 4-hour shifts, 5 days a week including weekends, evenings and holidays.
Example shifts: 7:00AM-11AM or 5:00PM-9:00PM, Tuesday-Saturday and Saturday-Wednesday.

Responsibilities
The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Job Summary
Under the supervision of the Parks Maintenance Supervisor and direction of the Parks Maintenance Superintendent, the Parks and Recreation Maintenance Worker – Part-Time is responsible for janitorial and custodial tasks throughout Nicholasville-Jessamine County Parks and Recreation locations and facilities.

Primary responsibilities are related to cleaning facilities and grounds, light maintenance repairs, and assisting with recreation events.

Immediate Supervisor
Parks Maintenance Supervisor

Minimum Requirements
- 18 years of age or older
- High school diploma or GED
- Effective communication skills (written and verbal) as well as public relation skills.

Essential Job Duties and Responsibilities

- Collect and dispose of trash from parks locations, including litter pick-up and tidying of nearby spaces per established guidelines.
- Unlocking/locking Park restroom facilities per guidelines.
- Parks Restrooms Custodial Duties
    - Empty all hygiene and trash receptacles
    - Sweep and mop floors
    - Clean and disinfect: doors, handles, knobs, faucets, sinks, toilet seats, urinals, partitions
    - Clean mirrors
    - Check and replenish supply of toilet paper, paper towels and soap
    - Dust for cobwebs on walls, ceiling and on partition dividers
    - Note and report any maintenance repair needs
- Parks Shelter Custodial Duties
    - Dust for cobwebs, note any pest removal needs or other maintenance needs related to the structure, picnic tables or pads
- Parks Buildings Custodial Duties
    - Empty trash cans
    - Sweep and mop hard surface floors, vacuum carpeted floors
    - Dust for cobwebs on ceiling, walls around doors
    - Clean and disinfect all touch points (doorknobs/light switches)
    - Gymnasium
        - Pick up any larger pieces of litter and clean up any spills
        - Use a blower to clear the bleachers of other debris, then dust windowsills and collect dirt/debris using a push broom/broom and dustpan.
        - Use walk-behind floor cleaner to clean gymnasium floor
- Wash, wipe or dust furniture, windows and related equipment in work areas.
- Maintain janitorial equipment, supplies and storage areas.
- Perform routine maintenance such as replacing light bulbs, moving and arranging furniture, checking and setting thermostat controls and general facility security.
- Assist with installation, setup, tear-down and the operation of necessary equipment and property related to recreation events, special events, and public functions as needed and directed.
- Report maintenance issues and recommend solutions to provide safe, clean, and aesthetically pleasing park facilities.
- Operate passenger vehicles and hand tools.
- Develop understanding of applicable City/Park rules and report any violation appropriately.
- Assist with seasonal operation set-up and maintenance as directed (i.e. clearing trails, cleaning equipment, snow and ice removal, completing rainy day task lists).
- Performs other duties related to the goals and objectives of the Department and related work as assigned.

Physical Requirements of the Job

- Work is performed both indoors and outdoors year-round.
- Must be able to lift objects up to 50 pounds without assistance.
- Operate vehicles; exposed to machinery and its moving parts; exposed to high places; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.
- Light to medium work which involves walking, standing, crouching, reaching for a minimum of 4 hours a day.

- Requires skill and adeptness in the use of the fingers, hands or limbs in completing tasks.

Special License and Certifications

- Valid Driver's License

Special Requirements

- Must be able to legally operate a Parks issued vehicle while on duty.
- Weekends, holidays and evening shifts are part of the regular work schedule.
- All NJCPR positions require pre-employment drug testing and background checks and may require a post-job offer physical.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

Nicholasville-Jessamine County Parks and Recreation is an Equal Employment Opportunity (EEO) Employer.

Nicholasville-Jessamine County Parks & Recreation reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of its business.

HOW TO APPLY

Submit a NJCPR application found at https://njcpr.org/employment/. Applications may be printed and mailed or dropped off to the address below, along with any applicable documents such as a cover letter, resume, certification/license(s) or DD214 by 4:00PM ET/3:00PM CT on the application deadline date. Scanned applications and supporting documents may be emailed to jmeunier@njcpr.org with the subject line: Job Number MWPT-07206.

CONTACT INFORMATION

For further information, call, e-mail, or visit:

Director or Office Manager
499 E Maple Street
Nicholasville KY 40356

Phone: (859) 885-9787 x101
Website: njcpr.org/employment
E-mail: jmeunier@njcpr.org