



## Position

<b>Job Title:</b>	Park Maintenance Staff
<b>Department:</b>	Conservation and Maintenance
<b>Work Location:</b>	Hermann Park, Houston, TX
<b>Full-time/Part-time:</b>	Part-time, non-exempt
<b>Effective Date:</b>	2018

Reports to Director of Volunteer Programs

### Job Description

Hermann Park Conservancy is seeking an experienced maintenance staff member to maintain areas of Hermann Park and assist the Maintenance Coordinator with facilitating community service work crews.

The HPC maintenance staff member will be responsible for assisting the Conservancy's Maintenance Coordinator with various park maintenance duties to include but not limited to:

- Community service crew facilitation
- Daily trash and debris removal
- Remove trash and aquatic weeds from water features
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks
- Sweep/blow/wash hard surfaces
- Clean picnic tables and benches
- Rake, weed and mulch trees, shrubs and flower beds
- Plant or transplant and water trees
- Maintain equipment and tool inventory in clean and working condition, organize and store properly and safely
- Assist in HPC's volunteer group projects and event prep as required
- Participate in HPC events and programs
- Ensure all safety concerns are reported promptly and properly

### Qualifications

- Valid driver's license and ability to work legally in U.S.
- Ability to work outdoors in all weather; to walk, reach, lift, carry, bend, stoop, push, pull
- Able to communicate effectively with crew, staff, supervisors, partners, park volunteers, park visitors
- Ability to work independently and closely with community service clients following Conservancy, city and county company and legal policies and procedures
- Ability to supervise and communicate instructions to community service clients or volunteers
- Ability to lift 50 pounds
- Ability to follow instruction and take direction from the Conservancy's Maintenance Coordinator and Director of Volunteer Programs
- Attention to detail
- Ability to problem-solve and exhibit good judgment
- Operate mechanized small landscaping equipment such as weed-eaters, blowers, etc.
- Ability to be flexible in job assignments and with various work crew skill levels
- Possess detailed record-keeping skills, both written and computer
- Basic knowledge of Microsoft Office and Internet
- Other duties as required
- Employees must pass a pre-employment drug test and criminal background check

**Hours**

- Part-time weekend hours, 20 hours per week depending on business conditions
- 2 ½ days per week, two 8 hour days and one 4 hour day
- 3 days a week, including holidays and special Park events
- Occasional evenings for Conservancy events

**Optional**

- Basic mechanical repair skills
- Field Spanish language skills
- Knowledge of Texas tree and plant materials

**Application Process**

Fax, email or mail cover letter, resume and a completed Hermann Park Conservancy Application to:

**How to apply:**

Download the Visitor Services application at: <http://hermannpark.org/employment-opportunities/>

Mail, fax or email application to:

Hermann Park Conservancy

Attn: Diane Kerr, Director of Volunteer Programs

1700 Hermann Dr.

Houston, Texas 77004

Fax: 713.524.5887

E-mail: [dkerr@hermannpark.org](mailto:dkerr@hermannpark.org)

*The Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park-- today and for generations to come.*

*Hermann Park Conservancy is an equal opportunity employer.*