



# **CITY OF GERING**

## **Job Posting Notice**

**Job Title:** Park Caretaker

**Department:** Parks

**Pay Scale:** IBEW Union \$17.01 - \$25.14/hourly (based on experience & longevity)

**Application Deadline:** 4:00pm, Friday, September 20, 2024

**Job Description:** Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

**Join the City of Gering's Parks Department as a Park Caretaker, where you'll help maintain and preserve our community parks. We are seeking a responsible and dedicated individual who will play a key role in ensuring our parks remain clean, safe, and beautiful for everyone. To apply, please submit your resume and cover letter, along with your application, detailing your qualifications. Submit via email or in person.**

City of Gering  
Shannon Goss  
1025 P Street/PO Box 687  
Gering, NE 69341  
Phone: 308-436-6848  
sgoss@gering.org



## Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient. The application will be used for the initial review to select applicants for interviews.
2. **Resume & Cover letter are required:** A resume and cover letter must be submitted with the job application.
3. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
4. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
5. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
6. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.



# CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

\_\_\_\_\_  
Last Name    First Name    Middle    Date

\_\_\_\_\_  
Street Address (physical & mailing address)    Contact Number

\_\_\_\_\_  
City    State    Zip Code    Email Address

Have you ever applied for employment with us?

Yes  No                          If yes, dates: \_\_\_\_\_                          Date available to begin work: \_\_\_\_\_

Position desired: \_\_\_\_\_                          Pay expected: \_\_\_\_\_

What hours are you available?

Full Time                           Part-Time                           Seasonal                           Overtime (if requested)

Are you legally eligible for employment in the United States?     Yes  No

Are you over the age of 18?                          Yes                          No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

\_\_\_\_\_

| School                              | Name of School | Location of School | Course of Study | Did you Graduate | Years Completed | Degree or Diploma |
|-------------------------------------|----------------|--------------------|-----------------|------------------|-----------------|-------------------|
| High School                         |                |                    |                 |                  |                 |                   |
| Business/Trade/<br>Technical School |                |                    |                 |                  |                 |                   |
| College/University                  |                |                    |                 |                  |                 |                   |
| Graduate School                     |                |                    |                 |                  |                 |                   |

Military Service: Did you serve in the U.S. Armed Forces?     Yes     No

Describe any training received relevant to the position for which you are applying:

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**REFERENCES WE MAY CONTACT:**

|       |             |           |          |
|-------|-------------|-----------|----------|
| _____ | _____       | _____     | _____    |
| Name  | Years Known | Telephone | Business |

|       |             |           |          |
|-------|-------------|-----------|----------|
| _____ | _____       | _____     | _____    |
| Name  | Years Known | Telephone | Business |

|       |             |           |          |
|-------|-------------|-----------|----------|
| _____ | _____       | _____     | _____    |
| Name  | Years Known | Telephone | Business |

**EMPLOYMENT HISTORY:**

Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

|                          |                         |
|--------------------------|-------------------------|
| Company Name _____       | Telephone _____         |
| Address _____            | Starting Pay _____      |
| Supervisor's Name _____  | Ending Pay _____        |
| Job Title _____          | Employment Dates: _____ |
| Describe your work _____ | From: _____             |
|                          | To: _____               |

Reason for leaving

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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We may contact the employers listed above unless you indicate those you do not want us to contact.

**PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:**

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:**

1025 P Street  
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to [sgoss@gering.org](mailto:sgoss@gering.org)



## JOB DESCRIPTION

**Title:** Park Caretaker

**Department:** Parks

**Reports to:** Park Maintenance Supervisor

**Pay Grade:** IBEW/3

**Date Adopted:**

**Previous Revision Date:** January 2024

**Last Revision Date:** August 2024

**Type:**  Full Time  Part Time  Seasonal

**FLSA:**  Exempt  Salary

Non-Exempt  Hourly

**Union:**  Yes  No

**Safety Sensitive:**  Yes  No

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### Job Summary:

The Park Maintenance Worker performs a variety of semi-skilled tasks in the maintenance of public grounds, buildings, and equipment. This role involves operating machinery, performing repairs, and ensuring the upkeep of park facilities. The position requires occasional overtime for special events, snow removal, and post-disaster cleanup, with scheduled on-call duties from April through October, including some night and weekend work or occasional holidays.

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### Essential Functions:

- Operate and maintain mowers, vehicles, and park equipment.
  - Repair, paint, and maintain buildings and equipment.
  - Assist in construction of park structures like benches, picnic tables, fences, and playground equipment.
  - Care for park turf grass and athletic fields (watering, seeding, mowing, etc.).
  - Plant, prune, maintain, and remove trees.
  - Keep grounds, buildings, shops, and restrooms clean.
  - Maintain non-surfaced roads and parking lots.
  - Assist with forming and pouring concrete.
  - Remove and install sod.
  - Prepare parks and recreational facilities for opening, closing, and special events.
  - Perform snow removal functions.
  - Maintain and make repairs on plumbing, electrical, and water systems.
  - Install, maintain, and repair irrigation systems and sidewalks.
  - Perform standard sports field maintenance duties such as building mounds, installing bases, dragging fields, edging fields, chalking, and painting lines.
  - Assist with pool maintenance and repair (filters, pumps, motors, and boiler).
  - Ensure safety when operating equipment.
  - Keep accurate records of work, inspections, maintenance activities, progress reports, and timesheets.
  - Use Excel, Google Docs, and Microsoft Outlook, along with other computer programs.
  - Perform other duties as assigned.
  - Operate equipment like backhoes, loaders, tractors, trenchers, and bucket trucks.
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## Qualifications:

### 1. Education and Experience:

- High School Diploma or equivalent.
- Must be 18 years of age or older.
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities.

### 2. Necessary Knowledge and Skills:

- Operate vehicles and equipment like backhoes, loaders, and mowers.
- Skill in operating listed tools and equipment.
- Alert and extremely safety conscious, exercising caution and sound judgment.
- Ability to perform heavy manual tasks for extended periods.
- Ability to work safely and establish effective working relationships.
- Ability to follow written and oral instructions accurately.
- Ability to communicate effectively (orally and in writing).
- Identify plant species and manage horticulture and turf grass.

### 3. Special Requirements:

- Valid NE Pesticide Applicators License or ability to obtain within 6 months.
- Valid NE Driver's License.
- Ability to report to work within 30 minutes when on-call.

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## Tools & Equipment Used:

- Pickup truck, lawn and landscaping equipment, including tractors, mowers, aerifier, chainsaw, woodchipper, edgers, weed trimmers, spraying equipment, electric motors, pumps, sprinklers, irrigation systems.
- Miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.
- Swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.
- Janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, dusting equipment, and any other tools or equipment required to perform duties.

## Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating various equipment.
- Regularly reach, stand, and walk. Occasionally sit, climb, balance, stoop, kneel, crouch, or crawl.
- At times, may need to work at considerable heights.
- Frequently lift and/or move up to 65 pounds; occasionally lift/move up to 100 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

## Work Environment:

- Regularly works outside in various weather conditions.
- Frequently works near moving mechanical parts and is exposed to wet, humid conditions
- Exposed to vibration and occasional electric shock.
- Exposed to fumes, airborne particles, and toxic or caustic chemicals.
- Noise level is usually loud.



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**Supervisory Responsibility:** May oversee seasonal or temporary employees as required and assigned.

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**Disclaimer:** This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Approved: 

8/8/2024

**City Administrator**

**Date**