

Vacancy Announcement

Maintenance Worker – Temporary, Seasonal North Dakota Parks & Recreation Department (NDPRD)

Location: Various State Parks in North Dakota

Salary: \$11.00/Hour

Closing Date: Until Filled

Position Number: 750-Temporary

Status: Temporary, Seasonal

Type of Recruitment: Internal/External

Date Posted: January 30, 2014

Minimum Qualifications:

- Applicant must be at least 16 years of age.
- Must have related work experience in park maintenance, horticulture or facility maintenance including tasks such as janitorial, painting, landscaping, grounds keeping, etc.
- Ability to use general maintenance equipment such as ladders, hand tools, etc.
- Ability to withstand exposure to varying weather conditions/temperatures for extended periods, and work effectively during daylight and evening hours.
- Ability to move 50 to 100 lbs. on a regular basis.
- Ability to operate and use power tools and equipment.
- Possess and maintain a valid State of North Dakota driver's license with the ability to operate motor vehicles to include cars, pickups, and grounds maintenance equipment.

Requires satisfactory completion of the interview process and a verifiable record of satisfactory performance in previous employment.

Housing may be provided at the various parks.

Application Procedures:

- Complete a State of ND Application for Employment (SFN 10950) form. Access the application form at: <http://www.nd.gov/hrms/jobs/appforms.html> or hard copy from any ND Job Service Office or any North Dakota State Park.
- Provide supplement information such as a resume, cover letter with a brief summary of work experience.
- In the section of "Position Applying For" please write in "Maintenance Worker -Temporary, Seasonal". Also include on the application which state park you are interested in working at – ALL, Beaver Lake, Cross Ranch, Fort Abraham Lincoln, Fort Ransom, Fort Stevenson, Grahams Island, Icelandic, Lake Metigoshe, Lake Sakakawea, Lewis & Clark, Little Missouri, Sully Creek, or Turtle River. The state park addresses can be found on our website at <http://www.parkrec.nd.gov>.
- Fill in all information requested on the application form, such as dates of employment, hours worked per week, credits earned, etc.
- Applicants must be legally authorized to work in the United States.
- Background checks will be conducted.
- All application materials must be **received** on or before the closing date by 5:00 PM at the following address:

North Dakota Parks & Recreation Department
Renaë L. Gall, PHR, Business Manager
1600 E Century Ave., Suite 3
Bismarck, ND 58503-0649
Telephone Number: 701-328-5360
Fax Number: 701-328-5363
E-mail: rengall@nd.gov

For more information, assistance or accommodation, contact Renaë Gall at 701-328-5360 in advance of applying to discuss any special provisions needed for applying or interviewing.

TTY Number: ND Relay Service 1-800-366-6888.

Summary of Work:

Responsible to the park manager, the assistant park manager, or maintenance supervisor of park facilities and grounds. May be required to work evenings, weekends, and holidays.

- Assist in the maintenance and repair of park facilities such as comfort stations, vault toilets, shelters, shops, visitor centers, and cabins.
- Perform general labor and grounds work such as picking up trash and litter, mowing grass, operating maintenance equipment, etc.
- Plant, fertilize, spray, water, prune, seed, propagate, and cultivate grasses, flowers, bushes, trees, and other plants and shrubbery.
- Prepare surfaces for finish painting by using, scrapers, sandpaper, primers, sealers, etc.
- Cleaning and maintenance of park equipment such as mowers, power tools, and vehicles.
- The use of property safety in operations with equipment, tools, etc. is required.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. 23-12-10.

Job Duration:

Positions are generally 40 hours per week. The exact number of jobs available at each park will vary along with starting and ending dates of the positions. Some state parks have available housing for the employee.

Equal Opportunity Employer:

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.