

Posting

POSITION TYPE

Non-Exempt

FUNCTION TITLE

Park Steward

DESCRIPTION

Under the direction of the Director of Parks & Plazas, the Parks Steward is responsible for maintaining a secure, clean, attractive, and welcoming environment in Downtown's parks and plazas

Responsibilities include but are not limited to:

- Daily evaluation of assigned area at beginning and end of each shift with detailed report of work completed. Follow guidelines and schedules posted for each area.
- Landscaping: mowing, weeding, pruning, dead-heading, and clearing leaves, dead materials as needed, or as instructed.
- Seasonal Duties: pulling plants, mulching, planting as directed.
- Watering: assess daily in each area if lawn, plants, trees need to be watered; water; accordingly, report any issues with irrigation systems.
- Trash: emptying trash cans and putting trash in appropriate pick-up area, changing trash bags in cans, and walking through area to pick up loose trash. This should be checked several times throughout each shift and is a priority.
- Furniture: setting up and breaking down furniture, setting up umbrella, weather permitting. Wipe down tables and chairs periodically throughout each shift. Lock up furniture, as needed. Report any broken furniture to Manager.
- Patrol, oversee, and serve as an ambassador in designated public spaces for the purpose of creating a secure, well maintained, and welcoming environment. Identify challenges and make suggestions for improvements.
- Snow and ice removal, as needed.
- Communicate with Manager the need for repairs, new tools, uniform requests, and additional training.
- Assist in the planning, staging, and supervision of events in the various public spaces.
- Respond to emergency situations by notifying appropriate authorities.
- Monitor public spaces for rodent infestation, broken lights, illegal dumping, graffiti, etc. and report to Manager.
- Evaluate the use of plazas and parks and make recommendations for improvements to the spaces that will maximize the public's access and enjoyment.
- Handle various initiatives in park spaces, including games, working events, handling vendors, etc.
- Routinely monitor the condition of trees, plants and turf.
- Perform related tasks as required.

Administrative and logistics support as required

REQUIREMENTS

High School diploma or GED with two years experience in one or a combination of the following fields: Hospitality, Landscaping, Property or Parks Management, Marketing, Public Safety or Security. Must have ability to work both independently and as part of a team. Excellent written and verbal communication skills. Ability to handle multiple priorities in a self-directed fast paced environment. The employee is frequently required to sit, stand, lift 40 pounds, bend over, and perform a great amount of walking

HIRING RANGE

Commensurate with experience.

FILING DEADLINE: until filled

ORIGINAL POSTING DATE: September 4, 2020

SUBMIT RESUME TO:

DPOB, Human Resources Department, 20 S Charles Street, Baltimore, Maryland 21201,
Fax (410) 244-6314 or E-mail dpobhr@dpob.org **EOE/ADA**