



To: Applicant  
From: Human Resources  
RE: Park Maintenance II

Return enclosed job application along with a current resume to the Grand Forks Park District.  
**Deadline to apply is January 21, 2022 or until position is filled.**

Application and resume can be mailed, dropped off, or emailed at:

Grand Forks Park District  
Attn: Human Resources  
1060 47<sup>th</sup> Ave South  
PO Box 12429  
Grand Forks, ND 58208-2429  
[hr@gfparks.org](mailto:hr@gfparks.org)

Documents enclosed:

- Job Application
- Employee Benefits Overview
- Job Description



**Full-Time Professional  
PARK MAINTENANCE**

*Awesome Benefits & Fun Workplace!*

The GF Park District is seeking a year-round  
Park Maintenance to join our team!

Pay Range: \$37,100 - \$55,500 DOE

Great Benefits – health, dental, pension, golf & gym memberships!

Full job description and more info available at [www.gfparks.org](http://www.gfparks.org)

**Apply online by January 21 at [www.gfparks.org](http://www.gfparks.org)**



# Employment Application

The Grand Forks Park District may request a background check on all individuals who are offered employment by the Grand Forks Park District. The Fair Credit Reporting Act (1971) requires that we inform you that a background investigation may be conducted as part of our employment screening and selection process. This may include an inquiry to obtain information regarding your character, criminal history, general reputation, personal characteristics, credit report and mode of living. The main objective of this investigation is to verify information you provide on your application or during the interview process. If a report is made, you have the right to request details of the report from the consumer reporting agency.

SEPARATE APPLICATION MUST BE COMPLETED FOR EACH POSITION APPLIED FOR • PLEASE PRINT • MUST COMPLETE IN FULL

POSITION YOU ARE APPLYING FOR \_\_\_\_\_  Full-Time  Part-Time  Seasonal  
 ( SELECT ONLY ONE )

AVAILABLE POSITIONS \_\_\_\_\_

Skating Instructor • Concession Worker • Arena Worker / Zamboni Driver • Warming House Attendant  
 Community Center Attendant • Horticulture Crew • Baseball / Softball Coach • Forestry Arborist Assistant  
 Parks Maintenance Worker • Golf Course Maintenance Worker • Golf Pro Shop Worker • Driving Range Attendant  
 Pools - Lifeguard / Cashier / Concession Worker • Just for Fun Leader • Special Needs Leader

**PART I - PERSONAL INFORMATION**

Name \_\_\_\_\_ Are you 18 years or older?  YES  NO  
 Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Evening Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Email \_\_\_\_\_  
 Have you worked for us before?  YES  NO When? \_\_\_\_\_ Position Held? \_\_\_\_\_

**PART II - EDUCATIONAL PREPARATION (High School, College / Trade School)**

Name of School, City, State	Course of Study	Degree	Graduation Date
1			
2			
3			

**PART III - WORK EXPERIENCE (List last two jobs held, including your current job)**

Company \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Approx. Employment Dates \_\_\_\_\_  
(eg. June 2015 - July 2016)  
 Supervisor \_\_\_\_\_ May We Contact?  YES  NO If no, why? \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_ Describe Work Performed \_\_\_\_\_

Company \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Approx. Employment Dates \_\_\_\_\_  
(eg. June 2015 - July 2016)  
 Supervisor \_\_\_\_\_ May We Contact?  YES  NO If no, why? \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_ Describe Work Performed \_\_\_\_\_

**PART IV - EQUIPMENT / MACHINES OPERATED**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART V - OTHER EXPERIENCE / TRAINING, LICENSES / CERTIFICATES**

List any special qualifications relevant to the position for which you are applying and are not covered elsewhere in your application (such as technical skills and/or computer, childcare training, CPR, First Aid, WSI, Lifeguard Certification etc.) For licenses and certificates you must include date and place of issuance, date of expiration and be able to present a copy of certification if hired.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART VI - REFERENCES (Persons who can speak of your job / professional qualifications)**

Name \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

**PART VII - GENERAL INFORMATION**

If hired, when could you start here? \_\_\_\_\_ Are you available during weekends / holidays? \_\_\_\_\_

Do you have a valid Driver's License?  YES  NO Class of License \_\_\_\_\_

**PART VIII - AUTHORIZATION**

I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND AND AGREE THAT ANY MISSTATEMENT WILL BE GROUNDS FOR DISQUALIFICATION OR DISMISSAL FROM EMPLOYMENT BY THE GRAND FORKS PARK DISTRICT.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE. IF JOB OFFER, I AUTHORIZE FURTHER INVESTIGATION TO INCLUDE A BACKGROUND CHECK INTO FELONY CONVICTIONS AND CHILD NEGLECT OR ABUSE AND RELEASE THE GRAND FORKS PARK DISTRICT OF ANY LIABILITY AND ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I UNDERSTAND BY PROVIDING INFORMATION ON THIS APPLICATION THAT THERE IS NO CONTRACTUAL OR IMPLIED AGREEMENT BETWEEN MYSELF AND THE GRAND FORKS PARK DISTRICT.

X \_\_\_\_\_  
Applicant Signature

X \_\_\_\_\_  
Date

**COMPLETE & RETURN APPLICATION TO:**

**QUESTIONS? NEED FURTHER INFO?**



P.O. BOX 12429  
1060 47th Avenue South  
Grand Forks, ND 58208-2429

**WEBSITE**  
www.gfparks.org

**EMAIL**  
hr@gfparks.org

**PHONE**  
701.746.2750

**FAX**  
701.746.2753

EQUAL OPPORTUNITY EMPLOYER

# BENEFITS SUMMARY SHEET



This is a brief description of The Grand Forks Park District's benefits package for eligible employees. The intent of this sheet is to provide a high-level summary of benefits. It does not provide a full description and is not a guarantee of benefits. For additional information, please contact Human Resources.

BENEFIT	DESCRIPTION	EMPLOYER CONTRIBUTION
<b>Health Insurance</b>	Blue Cross Blue Shield ND <ul style="list-style-type: none"> <li>• Classic Blue 500</li> </ul>	90.25% monthly premium
<b>Dental &amp; Vision Insurance</b>	Total Dental Administrators (TDA) Avesis Vision	N/A
<b>Disability and Life Insurance</b>	Long-term disability benefit provides 60% of monthly salary and \$25,000 life insurance.	100%
<b>Flexible Spending Account (FSA)</b>	Medical FSA Dependent Care Spending Account	N/A
<b>Voluntary Benefits</b>	<ul style="list-style-type: none"> <li>• Accident Insurance</li> <li>• Hospital Confinement</li> <li>• Critical Illness</li> <li>• Cancer Insurance</li> <li>• Additional Life Insurance</li> </ul>	N/A
<b>Retirement Plan</b>	North Dakota Public Employee Retirement Systems (NDPERS)	Employer contributes 8.26% and employee contributes 7%
<b>Deferred Compensation Plan</b>	Pre-tax or Roth payroll deductions	N/A
<b>Sick and Bereavement Leave</b>	Employees accrue 12 days of sick. Receive 3 days of bereavement leave for qualifying member.	100%
<b>Vacation Leave</b>	Employees accrue up to 20 days of vacation leave per year depending on years of service and 12 days of sick leave per year.	100%
<b>Holidays</b>	Recognizes 7 holidays per year.	100%
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Choice Health &amp; Fitness</li> <li>• YMCA</li> <li>• King's Walk Golf Course</li> <li>• Lincoln Golf Course</li> <li>• Elks / Riverside Pool</li> <li>• Park District programs/activities</li> <li>• Riverfork Credit Union</li> </ul>	100%

## BENEFITS SUMMARY SHEET

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<b>Employee Assistance Program (EAP)</b>	Confidential service available 24/7 that provides assessment, counseling, and resources to help employees resolve personal issues.	100%
<b>Tuition and Certification Reimbursement</b>	Tuition reimbursement upon completion of courses.	Up to 100%
<b>Wellness Program</b>	Health Blues Rewards through Blue Cross Blue Shield ND	100%
<b>Identity Fraud Expense Reimbursement</b>	Travelers Casualty and Surety Company of America	100%
<b>Discounts</b>	<ul style="list-style-type: none"> <li>• AT&amp;T Verizon</li> <li>• Lifetime Vision</li> <li>• Cenex Gas Station</li> <li>• Sherwin Williams paint</li> <li>• Office 360</li> </ul>	Discounts vary

**GRAND FORKS PARK DISTRICT**  
**Updated 11/13/19**

**Position: Park Maintenance II**  
**Incumbents: Multiple Employees**  
**Employee Status: Non-Exempt**  
**Supervisor: Parks Operation Manager**

*The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.*

**STATEMENT OF PURPOSE**

This position requires working in the parks department and performing a variety of tasks that are essential to the maintenance and delivery of parks services to the public.

**DUTIES/RESPONSIBILITIES/STANDARDS**

**Critical Element # 1**

Be able to operate all park department equipment when performing park maintenance duties.

**Expectations**

1. Follow all department procedures when using equipment.
2. Follow manufacturers recommended guidelines and procedures where applicable.
3. Park equipment should be kept clean and operated in a safe manner according to department standards and procedures.
4. Mowing equipment should be operated with extreme care near buildings, playground areas and picnic sites.
5. All park areas should be kept mowed and trimmed according to department standards.

**Critical Element # 2**

Proper applications of herbicides, pesticides, fertilizer and other chemicals related to park maintenance.

**Expectations**

1. Apply all chemicals according to label specifications using the proper spraying equipment and following all safety standards and procedures.
2. Choose the proper chemical(s) that will give the best and safest result for the targeted area.
3. Follow all Federal, State and local guidelines pertaining to the chemical(s) being used.
4. Store all materials according to department procedures.
5. Maintain all required records.

**Critical Element # 3**

Prepare park areas for establishment of grass.

**Expectations**

1. Use the proper turf management procedures to establish grass.
2. Prepare a proper seed bed and using the proper turf equipment.
3. Follow park department standards regarding landscaping procedures.

#### **Critical Element # 4**

Flood and maintain outdoor skating rinks and perform winter maintenance duties.

#### **Expectations**

1. Build and daily maintain outdoor skating rinks. Maintenance includes: flooding, brooming, snow removal, sidewalk and parking lot maintenance.
2. Clean and maintain all sidewalks and parking lot areas after any snow accumulation of one or more inches.

#### **Critical Element # 5**

Prepares parks, equipment, and facilities for spring/summer flooding.

#### **Expectations**

1. Prepares facilities, equipment, and park grounds for possible flooding in a timely and safe fashion.
2. Repairs facilities, equipment, and park grounds after flooding, in a timely and quality fashion.

#### **Critical Element # 6**

Park, building, and facility repairs and maintenance.

#### **Expectations**

1. Various tasks related to building and equipment repair. Examples would be working with door locks, plumbing, painting and other related repairs.
2. Various tasks related to general cleaning of parks and facilities. Examples would include emptying trash containers in parks and facilities, mopping floors and other related items.

#### **Critical Element # 7**

On Call during assigned weekends between April and October.

#### **Expectations**

1. On Call an average of three weekends each summer.

#### **KNOWLEDGE/SKILLS/ABILITIES**

1. High School diploma or equivalent is preferred but not required.
2. Two years of experience working in a turf related occupation or completion of a two year technical program in Park Maintenance is preferred but not required.
3. Has met all the Critical Elements of Park Maintenance I position and in addition has accumulated additional knowledge and experience to perform the duties more effectively and efficiently along with accepting increased responsibility from the Supervisor.
4. Possess or be able to acquire a North Dakota Restrictive Chemical Certificate.
5. Possess a valid driver's license and be insurable by the Grand Forks Park District insurance carrier.

#### **SUPERVISORY**

This position is responsible for the supervision of seasonal employees and a leadership role of Park Maintenance I employees when directed by the next ranking supervisor.



## **CONTACTS**

This position will work in areas that will be in view of the general public. This position will have contact with other Park District, City of Grand Forks, University of North Dakota and Grand Forks School District personnel.

## **CONSEQUENCE OF ERRORS**

Errors made by the individual in this position could lead to a negative perception of the Park District by the general public. Such errors could also lead to penalties and fines levied against the Park District.

## **WORKING ENVIRONMENT**

This position requires work to be performed throughout the Grand Forks Park District's parks and facilities. The majority of this work will be performed outdoors and the worker may be exposed to cold temperatures. A work week consists of Saturday through Friday. Starting and finishing times may vary depending upon the time of year. Must be able to lift 50 pounds vertically three feet from a ground position. See also the functional job description for additional details.