



City of Maupin

507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityhall@cityofmaupin.org
cityofmaupin.org

Position Available

Posting Date: May 21, 2021

Closing Date: June 4, 2021, *or* until position is filled

Anticipated Start Date: June 2021

Job Title: Parks Assistant

Department: Parks

Salary Range: Part-time, seasonal, \$12 per hour

To apply: Please send a completed City of Maupin employment application form to Maupin's City Hall. Applications can be mailed to PO Box 308, Maupin, OR 97037, dropped off at the City Hall front desk, or emailed to citymanager@cityofmaupin.org. Please call City Hall with any questions, 541-395-2698.

General Statement of Duties

The City of Maupin is recruiting a temporary Parks Assistant to help maintain and operate Maupin's parks and public facilities during the summer.

Supervision

This is a staff position within the City of Maupin. The Parks Assistant reports to the City Recorder with daily supervision by Parks Managers.

Duties

- Assist the Parks Managers with daily facilities tasks at the parks and public facilities of the City of Maupin, including Maupin City Park, Mountain Fir Community Park, Kaiser Park, and restroom facility on Deschutes Avenue
- Perform other duties as deemed necessary by the Parks Managers
- Perform some clerical duties such as taking phone calls and reservations

Requirements

- Must possess a valid driver's license
- Must be able to regularly lift up to 50 pounds
- Employees are required to follow pre-employment physical, drug screening, and criminal background checks per City Employee Handbook policies and procedures both prior to and during employment with the City of Maupin

Equal Opportunity Employment: The City of Maupin is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.