

CITY OF LANSING

CAREER OPPORTUNITY

800 First Terrace
Lansing, KS 66043

City Clerk's Office
(913) 727-3036 * Fax: (913) 828-4579

Department:	Parks & Recreation
Position:	Facility Operator
Status:	Part-Time

SUMMARY OF POSITION INFORMATION & TYPICAL DUTIES

The City of Lansing, a progressive community with over 11,500 residents, is currently seeking a qualified candidate for the part-time position of Facility Operator, in the Parks & Recreation Department. Duties include general custodial/maintenance duties. The employee helps the City create a welcoming environment at its facilities by maintaining the Activity Center through grounds and custodial maintenance.

Hourly Rate \$13.75 - \$15.25 per hour D.O.Q.

Required Certifications, Licenses, Registrations, and Training:

- High School Diploma or G.E.D.
- Possess a valid driver's license.
- Training in custodial, maintenance, and grounds upkeep.

Required Education and Experience:

- High school education or G.E.D and six to twelve months related experience or training; or equivalent combination of education and experience.

Preferred Education and Experience:

- High school education or G.E.D.; twelve months to two years related experience or training; or equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Does general building maintenance to include replacing light bulbs, painting, window caulking, and equipment repairs.
- 2) Cleans, strips, waxes, and maintains all tiled floors.
- 3) Cleans and vacuums all rugs and carpets.
- 4) Responsible for waste removal and disposal.
- 5) Cleans all interior and exterior windows and doors.
- 6) Cleans and maintains all restroom facilities.
- 7) Keeps a record of the Activity Center reservations and sets up for each function.
- 8) Operates equipment to include mowers, vacuums, buffers, strippers, boilers, and carpet cleaning machines.
- 9) Maintains all sidewalks including snow removal.
- 10) Maintain the grass and landscaped areas on the property.
- 11) Assists with Activity Center services and recreation programs.
- 12) Organizes, cleans, and launders equipment and uniforms by sport. Cleans and launders all cleaning rags and mops used in facility.

- 13) May perform light carpentry, for example, building shelving to organize equipment and uniforms.
- 14) Transports Parks & Recreation Department deposits to Finance Department.
- 15) Deals courteously and tactfully with staff, elected officials, and the general public; fills in for administration office as needed.

How to Apply

To apply online visit our website at www.lansings.org and click on the JOBS icon. Compensation DOQ.