



**CITY OF ISLE OF PALMS  
PARKS & FACILITIES SPECIALIST  
STARTING SALARY: \$43,870-\$54,837**

**What if ONE opportunity could change your life? Apply now!**

The City of Isle of Palms is accepting applications for the position of Parks & Facilities Specialist to coordinate the maintenance, cleaning and general appearance of the recreation facilities and parks. This position performs a variety of task and duties in all phases of recreation.

**ESSENTIAL JOB FUNCTIONS:**

- Performs the maintenance of the recreation building and playgrounds, to include daily inspections, repairs, removal of trash, cleaning floors, replacement of soap, paper products and disinfect hardware and walls.
- Responsible for maintaining the offices, gym, work areas, rest rooms, kitchen, concession area and meeting rooms in a clean and sanitary manner.
- Responsible for emptying garbage and trash containers on a regular basis, replacing liners, and keeping containers clean & sanitary.
- Responsible for ordering and maintaining inventory of materials, equipment and supplies required for daily operations and special events.
- Assists with the maintenance of the recreation facilities and public playing fields to include: cutting grass, painting, weed-eating, pulling weeds, lining ball fields, setting up goals and nets, setting up chairs and bleachers in proper positions as required.
- Performs inspections and general maintenance on recreation equipment.
- Reports daily any damaged equipment or dangerous equipment to the Director.
- Develops cleaning maintenance checklist for instructors and part-time employees
- Assists with special events, athletics and programs as needed.
- Performs other related duties as assigned.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- Or equivalent education and/or experience in housekeeping, grounds and building maintenance;
- Valid State of South Carolina Driver's License.
- Red Cross, or other accredited first aid and CPR/AED certification are suggested.

Submit application and on line at [Online Application for Employment \(cognitofrms.com\)](http://cognitofrms.com)

Applications will be accepted until filled.

EOE