



## CITY OF ALVA

415 4<sup>th</sup> Street  
Alva, Oklahoma 73717  
(580) 327-1340  
Fax: (580) 327-4965

# CITY OF ALVA JOB DESCRIPTION

The City of Alva is currently seeking to fill the position of ARC Grounds Maintenance.

### Job Duties

Works under the direct supervision of the Alva Recreation Supervisor. Supervises and performs in the maintenance of all recreation facilities including irrigation, mowing, structure, upkeep, and cleaning. Performs routine light and heavy maintenance and repair of equipment such as mowers, tractors, vehicles, irrigation systems, ball complex structures, and recreation buildings. Is required to work odd hours which includes evenings and weekends if requested. Supervise Bill Johnson Correctional Center inmates in a labor setting. Practices safety through adherence to equipment manufactures recommendations and observing safety rules and policies of the department and the city.

### Qualifications

Prefer a two-year degree from in horticulture, agronomy or related field helpful; Prefer a working knowledge of sports field and facility construction principles, practices and methods. A City of Alva Job Application must be on file with City of Alva.

### Benefits and Application Information

Salary is dependent upon qualifications. Other benefits include health insurance, retirement program, nine holidays per year, birthday off with pay, paid vacation after first year and paid sick leave. Applications are available at 415 4<sup>th</sup> Street, Alva, OK and will be accepted until the position is filled. The City of Alva is an Equal Opportunity Employer.

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*Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*