



**SPECIAL RECRUITMENT**  
**(COVID-19 Conservation Corps)**  
**Parks & Recreation Department Trail Crews**

**Park Maintenance Worker \$19.72 per hour**

**Lead Park Maintenance Worker \$22.47 per hour**

***Temporary, non-benefitted hourly positions***

***Daytime and nighttime hours available***

***Note: These are Emergency Appointments (5 PR 010) due to COVID-19  
Funding for these positions is pending.***

The Parks & Recreation Department is hiring Park Maintenance Workers to help develop and maintain the parks and trails in Juneau. The Juneau Assembly has appropriated CARES Act funding to support the new COVID-19 Conservation Corps program to get Juneau working again! This program is specific to workforce development and job training that include the maintenance and improvement of outdoor recreation facilities and trails.

Interested in serving the public, gaining or improving job skills, or just looking for temporary work?  
Please apply!

**Park Maintenance Worker - what you will be doing (duties can vary depending on work location assignment):**

All positions require a moderate level of physical activity.

- Clean, maintain, construct, and repair recreation areas including playgrounds, sports fields, shelters, picnic areas and trails;
- Plant, prune, mow, and maintain landscaping in parks and trail areas;
- Assemble and install equipment, shelters, park furniture and operate power tools such as mowers, weed whippers, power washers, small plate compactors, chainsaws, power brooms, drills and impact drivers.

**Lead Park Maintenance Worker - what you will be doing as a crew lead:**

In addition to the above duties, several crew leaders will be needed to lead crews and perform the following:

- Be a crew leader by supervising, directing, and assigning the day-to-day work of a temporary crew (2 to 5 people);
- Provide on-the-job training in compliance with the COVID-19 Conservation Corps work program;
- Monitor and ensure safety of crews and quality of work;
- Assist crew cleaning, maintaining, constructing and repairing recreation areas.
- Ensure that work complies with policies, plans, and specifications. Inventories and monitors material and supply levels.

**We are looking for individuals who have/are:**

- Enjoy working outdoors- rain or shine;
- Able to work collaboratively as part of a team;
- Strong work ethic and are ok with performing physical work;
- Interest in gaining new employment skills;
- Dependable and reliable;
- Positive approach to work.

\*\* These positions will be dispatched to locations throughout the city. In order to maintain social distancing individuals will be required to use their personal vehicle to transport between worksites. Mileage will be reimbursed in accordance with CBJ's Vehicle Reimbursement Policy.

**Applicant Eligibility:**

Only people furloughed, unemployed, or underemployed due to COVID-19 at the time of application are eligible for crewmember positions. *Applicants will be asked to sign an attestation form regarding individual qualifications under this definition to be eligible for hire.*

**NOTE:** CBJ employees currently employed may only apply for the Park Maintenance Crew Lead positions. They are not eligible to apply to the Crew Worker positions due to CARES funding criteria (furloughed, unemployed, and underemployed).

**When you will be working:**

The schedule for this position will normally be Monday through Friday from 7:30am to 3:30pm. Evening hours may be available for the Park Maintenance Worker position.

**Where you will be working:**

Successful applicants will be assigned to the Parks & Recreation Department and will report to the Douglas Maintenance Shop at 802 Front Street or the Mendenhall Valley Maintenance Shop at Diamond Park Loop each day. From there workers will be dispatched out to various trails and parks throughout the CBJ each day.

As necessary all new hires will be provided with training, and trained in the use of personal protective equipment (PPE).

**Physical Requirements:**

These positions perform work that requires the ability to: lift, carry, and stack items up to 50 pounds unassisted and 100 pounds with assistance. Items include, but are not limited to, bagged chalk, lumber, and small equipment.

\*These positions are temporary, non-benefitted, hourly positions.

## **MINIMUM QUALIFICATIONS**

### **Park Maintenance Worker**

#### **Range 10**

Education: None

Experience: None

Other: Not less than 18 years of age.

A valid Alaska Driver's License **at time of appointment and for continued employment.**

### **Lead Park Maintenance Worker**

#### **Range 12**

Education: None

Experience: Six (6) months in park maintenance or closely related experience.

*Substitution:* Experience in construction or building maintenance may be substituted for the required experience on a month for month basis.

Other: A valid Alaska Driver's License **at time of appointment and for continued employment.**

### **SPECIAL NOTE:**

In accordance with City & Borough of Juneau Personnel Rule 5 PR 010. "Emergency Appointment" of these type of positions do not qualify for health or life insurance, leave or holiday pay. An emergency appointment may not exceed the duration of the emergency.

### **CLOSING DATE**

This recruitment is open from **June 11<sup>th</sup> to June 18<sup>th</sup>**. Applicants should indicate on their application the level of position they are applying for based on their education and experience and/or qualifications.

### **QUESTIONS:**

If you have questions about these positions please contact Michele Elfers at 586-5226 for further information.

### **WHERE TO APPLY**

The CBJ continues to make every effort to maintain social distancing while continuing to provide services and information to Juneau. Please consider emailing your completed application to assist us in these efforts.

Email applications to:

[Employment@juneau.org](mailto:Employment@juneau.org)

#### **Mail completed application to:**

City and Borough of Juneau

<http://www.juneau.org/personnel/jobs.php>

Human Resources & Risk Mgmt. Department  
application

155 South Seward St.

Juneau, Alaska 99801

[www.juneau.org/human\\_resources](http://www.juneau.org/human_resources)

**OR Visit:**

for instructions on how to submit an

via email

**Drop off completed application to:**  
City and Borough of Juneau  
Human Resources Risk Mgmt. Department  
107 Municipal Way, Suite 101  
Juneau, Alaska 99801

**OR Fax completed application to:**  
(907) 586-5392

**THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER**



## **Affidavit of Applicant Eligibility for Employment in the Conservation Corps program**

The Juneau Assembly has appropriated CARES Act funding to support the new COVID-19 Conservation Corps program to provide jobs in Juneau. This program is specific to workforce development and job training. Eligible people who are furloughed, unemployed, or underemployed due to COVID-19 at the time of application are eligible for crewmember positions.

By signing below I am attesting that my employment status has been negatively impacted by COVID-19 and I meet the criteria for employment in the Conservation Corp program as described above.

X

---

Applicant Printed Name

X

---

Applicant Signature

X

---

Date