



JOB DESCRIPTION

POSITION TITLE: Seasonal Parks Laborer (Long Term) **DEPARTMENT:** Parks, Recreation & Forestry
REPORTS TO: Director of Parks, Recreation & Forestry **FLSA CATEGORY:** Non-Exempt
EMPLOYMENT CLASSIFICATION: Seasonal **PAY TYPE:** Hourly – Seasonal Pay Scale
Max 1,000 hours

POSITION SUMMARY

This is a seasonal position with employment from spring through fall. The seasonal park laborer reports to the Director of Parks, Recreation and Forestry and is responsible for essential duties related to the maintenance and operation of the town's parks and grounds. This position is mainly responsible for mowing town properties. This is a part-time position with 8-10 hour workdays with a maximum of 40 hours per week and 1,000 hours per year. Schedule will vary depending on the season and workload.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs grounds maintenance such as mowing, litter pickup, raking, watering and planting landscape plants.
- Performs routine equipment maintenance such as greasing, cleaning and sharpening blades.
- Operates equipment such as trucks, mowers, string trimmers, blowers, etc.
- Assists with routine park maintenance activities as needed.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- The use of hand and power tools.
- Horticulture, landscaping and grounds maintenance techniques.
- Routine maintenance techniques for landscape equipment.
- Basic knowledge of parks and recreation facility construction, maintenance, repair and operations.

Ability to

- Operate lawn mowing and parks maintenance equipment.
- Perform routine maintenance of lawn mowing equipment.
- Follow oral and written instructions.
- Work with limited supervision.

- Follow safety procedures.
- Communicate effectively and respectfully with other employees, supervisors and the public.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Must be at least eighteen years of age.
- Valid Wisconsin Driver's License.

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions.
- Requires the ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching, lying, lifting heavy amounts, carrying, pushing and pulling.
- Requires the ability to sit, stand and walk and do repetitious tasks for an extended period of time.
- Requires the ability to lift loads of up to fifty pounds.
- Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.

The Town of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

Town Board Approval: September 24, 2018