



JOB DESCRIPTION

POSITION TITLE: Seasonal Parks Laborer (Short 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 Hours : 600

POSITION SUMMARY

This is a seasonal position with employment during the summer months. 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 is a 40 hour per week position with a maximum of 600 hours for the season. Some weekend and evening hours are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates equipment such as trucks, mowers, string trimmers, blowers, etc.
- Performs equipment maintenance such as greasing, cleaning and sharpening blades.
- Performs facility maintenance such as minor carpentry and plumbing, and painting.
- Performs grounds maintenance such as mowing, litter pickup, raking, watering and planting landscape plants.
- Performs janitorial duties at park restrooms and buildings.
- Performs set up and take down of recreational programs.
- Performs various Public Works duties when 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 moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, 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 frequently lift loads of up to fifty pounds.
- Requires the ability to climb and descend a ladder.
- 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