



## JOB DESCRIPTION

**POSITION TITLE:** Parks & Forestry Laborer II  
**REPORTS TO:** Director of Parks, Recreation & Forestry  
**EMPLOYMENT CLASSIFICATION:** Full-Time

**DEPARTMENT:** Parks, Recreation & Forestry  
**FLSA CATEGORY:** Non-Exempt  
**PAY TYPE:** Hourly – Grade 4

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## POSITION SUMMARY

This position is responsible for skilled and unskilled labor essential to the maintenance and operations of the Town's parks, trails, public lands and urban forest. Work is performed year round with some weekend and holiday hours required. The position performs under the supervision of the Director of Parks, Recreation and Forestry.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs landscape maintenance of Town parks and public lands including mowing, trimming, mulching and weeding.
- Cleans and maintains recreation facilities, restrooms and pavilions.
- Prepares facilities and grounds for pavilions rentals and special events.
- Cleans, maintains and repairs water features.
- Picks up trash and empties trash receptacles in the parks and on public lands.
- Performs trail maintenance and repairs.
- Performs general maintenance and repairs to park buildings and facilities.
- Installs, maintains and inspects playground equipment.
- Installs and maintains ice rinks.
- Installs and maintains cross country ski trails.
- Installs and maintains parks and recreation equipment such as benches, grills and athletic equipment.
- Performs minor carpentry, plumbing, electrical, painting and concrete work.
- Makes repair and improvement recommendations to the Director.
- Performs routine maintenance, cleaning and minor repairs to equipment.
- Operate dump trucks with snow plows, snow blowers, chain saws, string trimmers, lawn mowers, tractors, loaders, skid steers, Bobcat Toolcats, utility vehicles, brush chippers and other powered and non-powered equipment.
- Performs minor landscape construction including retaining walls, planting beds, water features and lawn installation.
- Applies pesticides and fertilizers to turf, landscape areas and right of ways.

- Plants trees, shrubs, flowers and seed mixes.
- Performs tree and plant care techniques including pruning, staking, mulching and watering.
- Removes dead, dying, diseased or hazardous trees.
- Prepares facilities and equipment for recreation programs.
- Participates in seminars and meetings as requested by the Director of Parks, Recreation and Forestry.
- Oversees and provides direction to seasonal employees.
- Assists the Public Works department as needed, particularly in the winter months for snow and ice removal operations.
- Assists the Water and Sewer Department if needed.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

### *Knowledge of*

- Parks and recreation facility construction, maintenance, repair and operations.
- Proper application of pesticides and fertilizers.
- Horticulture, landscaping and grounds maintenance techniques.
- Basic knowledge of arboricultural techniques.

### *Ability to*

- Operate all parks, forestry and public works equipment in a safe and efficient manner.
- Work with limited supervision.
- Follow oral and written instructions.
- Follow safety procedures.
- Communicate effectively and respectfully with other employees, supervisors and the public.
- Effectively operate a computer and use MS Word and Excel.
- Effectively use tablet PCs and Arc GIS Online software.

## **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- High School Diploma or GED.
- Some formal education or training in the field is required.
- Three or more years of related job experience.
- Valid Wisconsin Driver's License.
- Valid CDL (Class A with Tanker endorsement) within 90 days of hire.
- Wisconsin Pesticide Certification Categories 3.0 (Turf and Landscape) & 6.0 (ROW and Natural Areas) within 12 months of hire.

## PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions.
  - Requires the ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical currents, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury.
  - 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, descend and work from a ladder.
  - Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.
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*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*