



**JOB TITLE:** Public Works – Parks

**JOB FAMILY:** Part Time Labor

**FLSA:** Non-exempt

**Wage:** Negotiable

This job description statement is intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as a complete listing of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

This part time position falls under the direct supervision of the Public Works Director or his/her designee. This position is responsible for the general maintenance of the Town parks, park buildings, and other Town facilities, including but not limited to: police department, community building, library, fire department, and the town garage.

### **ESSENTIAL JOB FUNCTIONS**

- Clean and maintain bathroom facilities.
- Participate in debris removal and emptying of trash receptacles.
- Operate and maintain equipment for mowing and trimming of grass and shrubs.
- Clean up grounds, buildings, and equipment in parks.
- Maintain and repair boat landings and docks.
- Assist in tree trimming and removal.
- Assist in the repair and maintenance of buildings.
- Paint buildings and structures as needed.
- Assist in park inspections to ensure the safety of the public and park facilities; note possible safety hazards or causes of injury; perform general maintenance and repair as needed.
- Maintain and repair parking lots, roadways, and signage.
- Perform other duties as assigned.
- Safely operate heavy equipment and snow removal equipment including but not limited to: loader, 5 yard plow truck, pick-up truck with plow, bobcat, utv, boom lift, and similar equipment.
- Participate in planning community events with local organizations as assigned.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

## **QUALIFICATIONS/REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Weekend and holiday work shall be required as assigned.
- Ability to communicate effectively with the public
- Ability to operate effectively and efficiently in a team environment.
- Self-motivated (ability to work without supervision).
- Knowledge of general maintenance, construction, tools and equipment.
- Knowledge of occupational hazards involved and safety precautions necessary in performing maintenance, construction and repair work.
- Knowledge of methods, materials, tools and practices in parks and public buildings.
- Ability to perform specialized semi-skilled and skilled maintenance tasks required of several trades.
- Ability to perform strenuous work, including heavy lifting.
- Ability to work under adverse weather conditions.
- Ability to operate light to heavy grade equipment.
- Ability to carry out oral and written instructions.
- Ability to be on call at night and during weekends.

### **Education and/or Experience:**

Minimum high school graduate or equivalent, class D driver's license, CDL is preferred but not required. Applicant must have two years experience in related activity, minimum 18 years of age.

### **Other Skills and Abilities:**

Ability to operate tractors, chain saws, lawn movers, and other equipment necessary in grounds maintenance.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit and walk.

The employee is frequently required to bend, stoop, squat, and reach above shoulder level, crouch, push, or pull. Occasionally the employee must crawl, climb, kneel, and balance.

The job requires the employee to use both feet for repetitious movements as in operating foot controls. The job requires the employee to use both hands for repetitive

action such as simple grasping, fine grasping, and fine manipulating. The employee must occasionally lift, carry or move 35-100 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to dust, fumes, gases, and toxic or caustic chemicals.

The noise level in the work environment is typically loud.

Hours of work – seasonal 30 – 40 hours a week, employee shall be required to work weekends and holidays for special events. Standard work week may include Saturday and/or Sunday's. Mandatory overtime may be required. The Director of Public Works shall set the work schedules as required to meet the needs of the Town.

## **Benefits**

Part time employees are not eligible for medical, dental, and/or vision programs.

*The Town of Minocqua is an equal opportunity employer.*