

Parks Maintenance Seasonal Worker – Gardener Position Description

Position Title:	Parks Maintenance Seasonal Gardener	Department:	Parks & Recreation
Pay Rate Range:	\$13.50 to \$17.00 per hour	FLSA:	Non-Exempt / Hourly
Last Update:	April 10, 2024	Reports To:	Parks Maintenance Foreman and Director of Parks & Recreation

Position Summary

Under the guidance of the Parks Maintenance Foreman, the Parks Maintenance Gardener will be responsible for the maintenance and upkeep of the City's parks.

Work Tasks

The following duties are normal for this position. The duties listed are not to be construed as all inclusive. Other duties may be required and assigned.

- Completes maintenance on parks grounds and gardens
- Performs a variety of general grounds keeping duties including but not limited to raking, weeding, trimming grass, trees, hedges and shrubs
- Completes various maintenance projects as directed
- Assists at other facilities owned by the City as requested and as time permits;
- Provides assistance to other departments as requested
- All other duties as assigned
- Follows all policies and procedures of the department as outlined in the City of Altoona Personnel Manual

Knowledge, Skills, and Abilities

The following list is representative, but not fully inclusive, of skills necessary to be successful in the job.

- Ability to work independently and be self-directed
- Ability to follow directions
- Ability to successfully operate hand tools, power equipment, pickup trucks, trailers, tractors, and other maintenance equipment
- Ability to communicate effectively with coworkers, supervisors and the public
- Ability to address citizen complaints
- Ability to perform each essential duty noted above satisfactorily; reasonable accommodations may be made to enable the individual with disabilities to perform the essential functions.
- Ability to follow safety rules and procedures.

Physical Capabilities

The following list is representative, but not fully inclusive, of the physical capabilities necessary to be successful in the job.

- Must be able to reach in all directions, climb, carry and bend/stoop to trim trees, operate equipment and perform general park maintenance
- Must be able to frequently lift sixty (60) pounds or more without assistance
- Must be able to visually see details at close range (within a few feet of the observer)

Working Conditions

Work is completed indoors and outdoors, with most work being outdoors. Required outdoor work may be in a variety of environmental extremes such as heat, cold, rain, snow, wind, noise, fumes, some exposure to fumes and chemical hazards.

Licenses and Certificates

- Must possess valid driver's license

PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED along with periodic random tests consistent with the Wisconsin Department of Transportation Standards.

EOE/ADA

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