

Parks Maintenance Worker Position Description

Position:	Parks Maintenance Seasonal Worker
Department:	Parks & Recreation
Appointing Authority:	City Administrator
Reports to:	Parks Maintenance Foreman & Public Works Superintendent
Date:	February 21, 2019
FLSA Status:	Hourly
Pay Range:	\$9.50 - \$10.00 per hour

Position Summary

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

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 and public works facilities
- Completes various maintenance and construction projects as directed
- Completes startup of irrigations systems, artificial stream, and pond fountain
- Mows City-owned property
- Performs a variety of general grounds keeping duties including but not limited to raking, weeding, trimming grass, trees, hedges and shrubs
- Paints city facilities as needed
- Assists at other facilities owned by the City as requested and as time permits;
- Operates a variety of equipment/machinery used in building and grounds maintenance, including, tractor, trucks, blowers, mowers, aerators and a variety of related hand and power tools;
- Provides assistance to other departments as requested;
- Follows all policies and procedures of the department as outlined in the City of Altoona Personnel Manual; and
- All other duties as assigned

Knowledge, Skills, and Abilities

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

- Must have ability to work independently and be self-directed
- Must have ability to follow directions
- Must have ability to successfully operate hand tools, power equipment, pickup trucks, trailers, tractors, and other maintenance equipment.
- Must have ability to communicate effectively with co-workers, supervisor and the public
- Must have ability to address citizen complaints

- Must have ability to perform each essential duty noted above satisfactorily; reasonable accommodations may be made to enable individuals 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; commercial driver's license preferred.

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

The City of Altoona is an Equal Opportunity Employer. To comply 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 City.