

# CITY OF MENASHA

## Position Description

**Position Title:** Causal Park Laborer  
**Department:** Parks, Forestry & Cemetery  
**Status:** Non-Exempt  
**Position Reports To:** Parks, Forestry & Cemetery Superintendent  
**Date of Description:** March 2013

### **SUMMARY**

This is a full-time seasonal entry level position with the Department of Parks, Recreation, Forestry and Cemeteries. The Seasonal Park Laborer under the supervision of the Park Superintendent, or immediate appointed supervisor, will perform a variety of unskilled and semi-skilled park, forestry & cemetery maintenance tasks or related work.

### **ESSENTIAL FUNCTIONS to include the following:**

- Operate grounds maintenance equipment including but not limited to, mowers, sweepers, roto-tillers, power saws, trucks, tractors, spray machines, etc.
- Operate turf and other construction equipment, including but not limited to, back hoe, trucks, loaders
- Clean and maintain shelters, comfort stations and boat docks.
- Maintain grassy areas by cutting, trimming, spraying and irrigating.
- Maintain and propagates trees, flowers and shrubs by planting, pruning, weeding, irrigating and spraying..
- Maintain ball diamonds and other athletic facilities as needed.
- Assist in repairing and painting playground equipment.
- Assist in carpentry, masonry work and forestry related projects as needed.
- Assist in park construction projects.
- Report all vandalism and accidents to Park Superintendent.
- Perform other related job duties as assigned.
- Report for work as scheduled.

### **POSITION REQUIREMENTS/QUALIFICATIONS**

- Working knowledge of the tools, equipment, methods and practices used in park building and maintenance work.
- Ability to use maintenance tools, machinery and park equipment.
- Ability to make varied mechanical and tool repairs.
- Ability to understand and follow oral and written instructions.
- Ability to establish effective communications with the public.
- Some work experience in park maintenance or related landscape/grounds keeping
- Knowledge and compliance with safety policy procedures.
- Valid Wisconsin Driver's license.

## **SEASONAL PARK LABORER WORK SCHEDULE**

- Generally, employment will begin the first part of April and terminate the Mid November each year and will not exceed 1200 hours annually.

## **HOURS OF WORK**

- Generally 7:00 a.m. to 3:00 p.m. Monday through Friday, and as scheduled on weekends and/or holiday.
- The work schedule and hours are at all times subject to change based on the needs of the City.

## **PHYSICAL DEMANDS**

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 regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to lift 50 pounds on a frequent basis.
- Overtime may be required.

## **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American 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.