

CITY OF MENASHA
Position Description

Position Title: **Park Laborer**
Department: Parks, Forestry & Cemeteries
Status: Non-Exempt
Position Reports To: Parks, Forestry, Facilities & Cemetery Superintendent
Date of Description: January 2015

SUMMARY

This is a manual labor position in the Department of Parks, Forestry, and Cemeteries. The Park Laborer, under the supervision of the Parks, Forestry, Facilities & Cemetery Superintendent, or immediate appointed supervisor, will perform a variety of manual and semi-skilled park, forestry and cemetery maintenance tasks and 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, snow plows, snow blowers, spray machines, etc.
- Operate construction equipment, including but not limited to: back hoe, small dump trucks and loaders.
- Clean and maintain shelters, restrooms facilities and boat docks.
- Maintain grassy areas by cutting, trimming, spraying and irrigating.
- Maintain trees, flowers and shrubs by planting, pruning, weeding, irrigating and spraying.
- Remove snow and ice from sidewalks, trails, drives and parking lots.
- Perform winter activities flooding and maintaining ice rink.
- Participate in installation, repair and painting of playground equipment.
- Participate in carpentry and masonry projects.
- Participate in park construction and forestry related projects as needed.
- Maintain ball diamonds and other athletic facilities as needed.
- Report all vandalism and accidents promptly to the Parks, Forestry, Facilities & Cemetery Superintendent.
- Perform other duties as assigned.

POSITION REQUIREMENTS/QUALIFICATIONS

Requires a high school diploma or equivalent and at least one to three years of work experience in park maintenance, arboriculture, horticulture, or related comparable landscape/grounds keeping setting, which provides the following knowledge, skills, and abilities:

- Working knowledge of the tools, equipment, methods and practices used in park building and maintenance work.
- Ability to correctly 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 and maintain effective communication and working relationships with other employees, the public, and to deal with the public in a courteous and tactful manner.
- Working knowledge of the methods to control plant and shrub diseases and insects.
- Working knowledge of tree identification, planting, pruning techniques.
- Knowledge and compliance with occupational hazards and safety policy and procedures.
- Ability to provide direction to seasonal staff as needed.

SPECIAL REQUIREMENT

- Must have and maintain, or be able to obtain within three months after date of hire, a valid Wisconsin Class B Commercial Driver's License with the N endorsement and a good driving record which meets the legal and medical requirements.

HOURS OF WORK

- Normally 7:00 a.m. to 3:00 p.m., Monday through Friday, and as scheduled on weekends and/or holidays.
- 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, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to withstand exposure to variable extreme temperatures, weather, and working conditions.
- 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.