



JOB DESCRIPTION: Park Caretaker – Parks & Recreation

JOB TITLE: Park Caretaker – Parks & Recreation Department

HOURS: This maintenance position is a Seasonal position. Required workweek will be Sunday – Saturday, includes nights and weekends as necessary for night ballgames and weekend tournaments. Maximum work hours per workweek will be up to, but not exceed 35 hours per workweek. Proper planning of workweek hours is necessary to accommodate activities at the park.

OBJECTIVE:

Perform a variety of tasks in the construction, maintenance and/or repair of parks and related facilities.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Receives immediate supervision from the Parks Supervisor and/or the Public Works Supervisor.
2. Directs: Does not supervise any employees.
3. Other: Works closely with Parks Supervisor, Public Works Supervisor and other Village of Lake Hallie employees.

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position engaged in construction, repair and operation of various types of equipment for the maintenance of Village parks and facilities.

EXAMPLES OF WORK:

1. Operate mowers, tractors, vehicles and other small equipment;
2. Utilize a variety of hand and power tools in park landscape maintenance work;
3. Assist in routine maintenance of such equipment;
4. Water, repair and fertilize lawns, plant and prune trees and shrubs, rake leaves and clean walks, fields, courts and other facilities;
5. Prepare and maintain athletic fields and related facilities
6. Clean restrooms and pick up litter around parks and medians;
7. Maintain and repair the irrigation system;
8. Perform general maintenance, construction and repair of park and recreational facilities;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general construction tools and equipment with safe work practices.

The ability to perform general construction and maintenance activities; perform heavy manual labor; learn to operate a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relations with those contacted in the course of work.

Education: High school student or above with a minimum age of 18 years old

REQUIRED CERTIFICATES AND LICENSES: Valid Wisconsin motor vehicle operator's license.

COMMUNICATION SKILLS: Ability to write, read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

1. Perform manual labor including lifting heavy weights, stooping, bending and twisting;



JOB DESCRIPTION: Maintenance Worker – Parks & Recreation

- 2. May assist in other sections of the department as necessary; and
- 3. Perform other such duties as may be assigned.

Essential Physical Demands

Must be able to sit or stand for long periods of time. Must be physically able to frequently grasp, grip, pull, push, twist, and lift an average of 35-50 pounds.

Administrative duties	Approximately 10% of the time
Fixing/Repairing/Maintenance duties	Approximately 90% of the time
Walking	Frequently
Prolonged standing	Frequently
Bend/twist/stoop	Frequently
Squat/Kneel	Frequently
Pushing/Pulling	Frequently
Overhead work/Reach above shoulder level	Occasionally
Lifting/Carrying 11-20 lbs.	Frequently
Lifting/Carrying 21-50 lbs.	Frequently
Lifting/Carrying > 50lbs	Occasionally
Operate or work near moving machinery	Frequently
Driving Automotive equipment	Occasionally
Working with dust	Frequently
Working with chemicals	Occasionally
Eyesight, including near acuity and depth perception	Frequently

General Sign Off:

This job description describes the general nature and level of work performed by an individual assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Park Supervisor of Parks and Recreation and or the Public Works Supervisor. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Signature: _____

Date: _____