



JOB DESCRIPTION

POSITION TITLE: Seasonal Public Works/Parks Maintenance

DEPARTMENT: Public Works/Parks, Recreation, & Forestry

REPORTS TO: Parks Foreman/Operations Manager

FLSA CATEGORY: Non-exempt

PAY TYPE: Hourly

EMPLOYMENT CLASSIFICATION: Seasonal

LATEST REVISION DATE: January, 2017

POSITION SUMMARY

Seasonal Laborers assist regular staff from mid-May through mid-September as assigned by the Parks Forestry Foreman and/or the Operations Manager. This position provides general labor in support of the delivery of public services, including, but not limited to: maintenance of public streets, grounds, parks & recreational facilities, utilities and rights-of-way, and maintenance of vehicles and equipment. The hours generally worked by this position are weekdays 6:30 AM to 2:30 PM. This position may need to be available on weekends for short periods of time. Additional hours may be available prior to May 1 and after mid-September.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties vary depending on the department assignment and may include:

- Athletic field and turf maintenance
- Asphalt labor
- Building and grounds maintenance not limited to: painting cleaning, etc.
- Assist in maintenance of utilities (e.g. flush hydrants, operate valves, clean catch basins, and repair catch basins)
- Vehicle operation, maintenance, and cleaning
- General labor support
- Hand mowing, trimming, and general landscaping
- Light equipment operation
- Sign installation, meter installation, general utility assistant, and community cleanup
- Maintain streets, pick up brush, pavement repair
- Performs related duties as assigned

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to operate a variety of tools and equipment including: hand tools, brush chipper, chain saws, lawn mowers, utility machinery, line trimmers, and various other small power tools
- Ability to follow directions, manage multiple work assignments and complete them accurately and in a timely fashion, resolve problems, work as part of a team, and receive and give constructive criticism
- Ability to make sound decisions and exercise good judgment in the absence of supervision
- Ability to communicate effectively and courteously with the general public, board members, supervisors, other village employees, construction contractors, and others
- Ability to perform manual labor for an extended period of time in all types of weather conditions

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions, and requires the ability to bend, stoop, sit, stand, reach, pull, walk for an extended period of time, and to perform occasional or repetitive lifting as required by the job.
- Requires the ability to occasionally lift loads of up to eighty pounds
- Requires the ability to climb and descend a ladder
- Requires the ability to operate/use hand tools, motorized vehicles and equipment
- Requires the ability to effectively communicate verbally with citizens and other staff members
- Ability to operate office equipment to include telephone, pagers, computers, photocopier, and fax machine

ADDITIONAL REQUIREMENTS

- Must be 18 years of age upon first day of employment. High school diploma or GED certificate strongly desired
- Must possess a valid driver's license and have access to reliable transportation
- Must pass a post-employment offer background check

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.