

Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Lead Seasonal - DPI
Department: DPI
Status: Seasonal (spring/summer/fall)

SUPERVISORY RELATIONSHIPS

Reports to: DPI Division Manager

POSITION PURPOSE

The purpose for this position is to provide clean and manicured City Parks, Zoo and Recreation facilities for the residents and visitors of Manitowoc. This is accomplished by providing lawn care, landscaping, trash collection, tree maintenance, sports field maintenance, equipment maintenance, animal care, educational/recreational instruction and a variety of other tasks in parks/zoo and around the city on city owned property. Most employees in this position will take daily directives from a superior while being expected to work independently in high risk work environments regularly. Lead seasonals will also lead other seasonal staff and are expected to use sound judgment to ensure a safe and efficient work environment is maintained on a daily basis.

ESSENTIAL DUTIES

Lead seasonal employees are responsible for proper maintenance of the parks, zoo or recreation facilities and grounds and may include the following duties:

- Cutting and trimming grass at assigned parks, boulevards, Cemetery, etc.
 - Operating Zero turn or riding lawnmowers
 - Operating gas powered weed eaters
- Proper maintenance on all equipment at the end of the day including cleaning and returning to proper place
- Detailed equipment preventative maintenance (checking fluids, greasing, etc.)
- Painting
- Garbage collection
- Assisting the forestry crew
- Animal Care
- Instruction of other seasonal employees in daily tasks

Parks Specific:

- Cabin and restroom cleaning
- General building and grounds maintenance of parks, including beaches and ball diamonds
- Special events setup and takedown (heavy lifting is often involved)
- Operation of larger motorized equipment, including but not limited to:
 - Tractor with Rhino mower
 - Articulating trackless lawn tractor
 - Bobcat
 - Bucket tractor
 - Diamond groomer

- Beach groomer

Zoo Specific:

- Animal Care/High risk animal exposure
- Enclosure cleaning/ maintenance
- Food/diet prep
- Education curriculum development
- Program facilitation
- Special event planning/operations
- Zoo emergency management

You must report any damage or vandalism to the Parks Team Leader immediately.

OTHER DUTIES

- Other duties as assigned by the Team Leader and/or Division Manager

MINIMUM POSITION QUALIFICATIONS

Experience: Experience with grounds maintenance pertaining to lawn care, sports fields, janitorial work, animal care, or trees is preferred, but not required.

Certifications/Licenses: Wisconsin Driver’s License

Other: Must be 18 years or older.

KNOWLEDGE, SKILLS, & ABILITIES

Must have the ability to read and interpret documents such as safety rules, operating instructions, blueprints, government regulations and procedures manuals, ability to complete routine paperwork evaluation after completing a task, and the ability to effectively present information to other employees and supervisors. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. This position requires the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb balance, taste, or smell, and may be required to work in high places.

Physical Effort: The employee must regularly lift and/or move up to 25 pounds, frequently lift and /or move up to 50 pounds, occasionally lift and/or move more than 100 pounds.

Working Conditions: In the performance of this position, the usual climate will be the outdoor environment. Must have the ability to work under adverse weather conditions. Work outdoors will expose the employee to weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The employee occasionally may be required to negotiate semi-rough and rough terrain. The noise level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibrations and may be exposed to fumes and airborne particles. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations.

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 Manitowoc 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 Manitowoc is an equal opportunity employer, in compliance 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 employer.