

# Job Description

Human Resource Use Only
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<b>Position Number:</b> <b>Step/Grade</b> <b>Effective Date: 03/2014</b>
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## POSITION IDENTIFICATION

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**Position Title:** Parks Caretaker  
**Division:** Department of Public Infrastructure – Operations Division  
**Status:** Full-time, hourly  
**Normal Workweek:** Monday – Friday, Weekends as assigned by Supervisor

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Operations Division Manager  
**Directly Supervises:** Supervision may be exercised over laborers, seasonal workers and part-time employees

## POSITION PURPOSE

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This position performs a variety of tasks in the maintenance and care taking of parks, playgrounds, boulevards and green spaces throughout the City of Manitowoc. The work in this class involves of a variety of tasks including but not limited to: cleaning, maintaining, and repairing park facilities and grounds. Employees in this position perform general laboring tasks, including the operation of various types of equipment. General assignments are received from a supervisor but employees in this class are expected to work independently when required. Work is scheduled and performed under the supervision of the Operations Division Manager who inspects work.

## ESSENTIAL DUTIES

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- Cuts grass by using motorized and push lawnmowers
- Rakes leaves by using a hand rake and leaf blower
- Loads, unloads, picks up materials, and delivers them to various locations throughout the City of Manitowoc
- Picks up refuse as assigned in parks, playgrounds, etc. and places in the compactor or garbage containers
- Installs and removes playground equipment according to the season
- Waters and cares for grass, shrubs, trees and flowers
- Cleans, mops, and sanitizes City parks and recreational facilities
- Removes snow from walks, steps, and roadways
- Installs and removes snow fence
- Paints and repairs parks and recreation facilities and equipment as directed
- Assists in flooding and maintaining ice skating rinks
- Marks football fields, soccer fields and baseball diamonds using striping machines
- Installs Chain Link fence
- Operates a variety of park vehicles
- Hauls animal feed and supplies to the City Zoo
- Responds to citizen inquiries

## OTHER DUTIES

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- Performs other related duties as assigned

## MINIMUM POSITION QUALIFICATIONS

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- Education:** High school diploma or equivalent; apprenticeship or technical training relative to the position; or equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Experience:** No prior experience required
- Certifications/Licenses:** Must possess a valid Wisconsin Driver's License  
Must possess or obtain a valid commercial drivers class B & C license with air brakes issued by the State of Wisconsin within six (6) months of employment.
- Other Requirements:** No other requirements.

## KNOWLEDGE, SKILLS, & ABILITIES

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This position must have the ability to read and interpret documents such as safety rules, operating/maintenance instructions, government regulations and procedure manuals, and the ability to complete routine paperwork. This position also requires the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; and the ability to apply situational concepts 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.

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## BACKGROUND CHECKS- Condition of Employment

## PHYSICAL DEMANDS

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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.

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to 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 at heights of up to 90 feet.
- Physical Effort:** The employee must regularly lift and/or move up to 50 pounds, occasionally lift and /or move more than 100 pounds.
- Working Conditions:** This position will often work under adverse weather conditions. Employee will usually perform the duties of this position outdoors. This 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.

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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.