

*Personnel
11-21-16*

16-1101

RESOLUTION

SEASONAL EMPLOYMENT POLICY

WHEREAS, the City of Manitowoc’s Seasonal Employment Policy provides a framework for the seasonal employment process, including recruitment, selection, training and performance evaluation; and

WHEREAS, the Personnel Committee has determined a modification of the Seasonal Employment Policy is appropriate to lower the minimum age requirement from 18 years of age to 16 years of age, for Cemetery seasonal labor and maintenance, Lifeguard and for full-time and part-time Parks seasonal labor and maintenance positions; and

WHEREAS, at a meeting held on Monday, November 7th, 2016, the Personnel Committee recommended approval of lowered minimum age requirement, along with the attached revised job descriptions for Cemetery seasonal labor and maintenance, Lifeguard and full-time and part-time Parks seasonal labor and maintenance positions.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc authorizing the Human Resources Director to revise the Seasonal Employment Policy to lower the minimum age requirement from 18 years of age to 16 years of age, for Cemetery seasonal labor and maintenance, Lifeguard and full-time and part-time Parks seasonal labor and maintenance positions, as detailed in the attached revised job descriptions, effective the first full pay period of 2017.

INTRODUCED NOV 21 2016 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: n/a
Funding Source: n/a
Finance Director Approval: /sc
Approved as to form: /kmm

Job Description

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

POSITION IDENTIFICATION

Position Title: Cemetery seasonal labor and maintenance

Division: Cemetery

Status: FT Seasonal (spring/summer/fall)

Workweek: 8 hour days Monday through Friday and possible weekends

SUPERVISORY RELATIONSHIPS

Reports to: Cemetery Division Manager, Cemetery Team Leader and/or Cemetery Laborers

POSITION PURPOSE

The purpose for this position is to provide a clean and manicured City Cemetery for the residents and visitors of Manitowoc. This is accomplished by providing lawn care, landscaping, trash collection, tree maintenance, equipment maintenance and a variety of other tasks on the Evergreen Cemetery property. Most employees in this position will take daily directives from a superior while some may exercise more judgement in daily tasks.

ESSENTIAL DUTIES

Duties of Seasonal Labor and Maintenance employees include:

- Cutting and trimming grass in assigned sections.
- Watering urns, flowers, and freshly sodded areas unless there has been sufficient rain.
- Picking dead flowers.
- Removing twigs and other debris from assigned sections and adjoining roads on a daily basis.
- Completing proper maintenance on all equipment at the end of the day including cleaning and returning to proper place.
- Neatly rolling up hoses and put the hoses and sprinklers in their proper places. Watering the grass ONLY when necessary, but before the grass becomes brown and the soil becomes hard.
- Detailed equipment preventative maintenance (checking fluids, greasing, etc.)
- Operation of larger motorized equipment, including but not limited to:
 - Zero turn or larger riding lawnmowers,
 - Bobcats, and
 - Loaders/backhoe tractors
- Instruction of other seasonal employees in daily tasks

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

OTHER DUTIES

- All other duties as assigned by the Cemetery Team Leader on a daily basis.

MINIMUM POSITION QUALIFICATIONS

Must be 16~~8~~ years or older.

Education: High School Diploma

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

Certifications/Licenses: Wisconsin Driver's License

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 CHECKS- 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.

Job Description

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

POSITION IDENTIFICATION

Position Title: PT Parks seasonal labor and maintenance

Division: Parks

Status: Part Time Seasonal (spring/summer/fall)

Workweek: Weekly schedule can vary from 2 days to 5 days per week and will normally be 5 hours or less per day. Normally 25 hours or less per week.

SUPERVISORY RELATIONSHIPS

Reports to: Parks Division Manager, Parks Team Leader and/or Park Laborers

POSITION PURPOSE

The purpose for this position is to provide clean and manicured City Parks and City Properties for the residents and visitors of Manitowoc. This is accomplished by providing lawn care, landscaping, trash collection, tree maintenance, sports field maintenance, equipment maintenance and a variety of other tasks in parks and around the city on city owned property. Most employees in this position will take daily directives from a superior while some may exercise more judgement in daily tasks.

ESSENTIAL DUTIES

Seasonal employees are responsible for proper maintenance of the parks facilities and grounds and may include the following duties:

- Cutting and trimming grass at assigned parks, boulevards, etc.,
- Proper maintenance on all equipment at the end of the day including cleaning and returning to proper place,
- Painting,
- Garbage collection,
- Cabin and restroom cleaning,
- General building and grounds maintenance of parks, including beaches and ball diamonds,
- Assisting the forestry crew,
- Special events setup and takedown (heavy lifting is often involved),
- Detailed equipment preventative maintenance (checking fluids, greasing, etc.)
- Operation of larger motorized equipment, including but not limited to:
 - Tractor with Rhino mower,
 - Articulating trackless lawn tractor,
 - Bobcat,
 - Bucket tractor,
 - Diamond groomer, and

- Beach groomer
- Instruction of other seasonal employees in daily tasks

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

OTHER DUTIES

- All other duties as assigned by the Parks Team Leader.

MINIMUM POSITION QUALIFICATIONS

| Must be 168 years or older.

Education: High School Diploma

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

Certifications/Licenses: Wisconsin Driver's License

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 CHECKS- 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.

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Job Description

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

POSITION IDENTIFICATION

Position Title: Parks seasonal labor and maintenance

Division: Parks

Status: FT Seasonal (spring/summer/fall)

Workweek: 10hr days Monday through Thursday or Tuesday through Friday and possible weekends

SUPERVISORY RELATIONSHIPS

Reports to: Parks Division Manager, Parks Team Leader and/or Park Laborers

POSITION PURPOSE

The purpose for this position is to provide clean and manicured City Parks and City Properties for the residents and visitors of Manitowoc. This is accomplished by providing lawn care, landscaping, trash collection, tree maintenance, sports field maintenance, equipment maintenance and a variety of other tasks in parks and around the city on city owned property. Most employees in this position will take daily directives from a superior while some may exercise more judgement in daily tasks.

ESSENTIAL DUTIES

Seasonal employees are responsible for proper maintenance of the parks facilities and grounds and may include the following duties:

- Cutting and trimming grass at assigned parks, boulevards, etc.,
- Proper maintenance on all equipment at the end of the day including cleaning and returning to proper place,
- Painting,
- Garbage collection,
- Cabin and restroom cleaning,
- General building and grounds maintenance of parks, including beaches and ball diamonds,
- Assisting the forestry crew,
- Special events setup and takedown (heavy lifting is often involved),
- Detailed equipment preventative maintenance (checking fluids, greasing, etc.)
- Operation of larger motorized equipment, including but not limited to:
 - Tractor with Rhino mower,
 - Articulating trackless lawn tractor,
 - Bobcat,
 - Bucket tractor,
 - Diamond groomer, and

- Beach groomer
- Instruction of other seasonal employees in daily tasks

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

OTHER DUTIES

- All other duties as assigned by the Parks Team Leader.

MINIMUM POSITION QUALIFICATIONS

Must be ~~16~~ years or older.

Education: High School Diploma

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

Certifications/Licenses: Wisconsin Driver's License

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 CHECKS- 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.

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Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date: 1/2014

POSITION IDENTIFICATION

Position Title: Lifeguard
Division: Recreation
Status: Seasonal Temporary
Normal Workweek: Sunday – Saturday (June – August)

SUPERVISORY RELATIONSHIPS

Reports to: Aquatic Center Manager or Recreation Team Leader depending on season
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

Under general supervision, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

ESSENTIAL DUTIES

- Maintains constant surveillance of patrons in the facility.
- Supervises the activities of patrons by enforcing rules and regulations.
- Warns patrons of improper activities or hazards and acts accordingly to prevent accidents.
- Rescues persons in distress or in danger of drowning when indicated and provide rescue breathing, CPR and First Aid.
- Notifies Supervisor of any accidents, rescues or problems that have arisen.
- Reports to Supervisor any equipment that is in need of repair.
- Adheres to rules and regulations, encompassing communication, working relations, job reliability and initiative, safety, accomplishment of work tasks, and supervision.
- Adheres to all American Red Cross protocols.
- Attends and contributes at in-service training sessions and meetings.

OTHER DUTIES

- Maintains a high standard of customer service.
- Takes care of equipment and stores equipment properly
- Uses all required safety equipment
- Presents professional appearance and attitude at all times
- Clean decks and locker rooms as assigned.
- Prepares and maintains appropriate activity reports

MINIMUM POSITION QUALIFICATIONS

Education: No specific education requirements
Experience: No specific experience requirements
Certifications/Licenses: Red Cross Certified Lifeguard or equivalent; Standard First Aid

Certification; CPR for the Professional Rescuer
Must be at least 167 years of age

Other Requirements:

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action; work from broad direction with limited supervision; perform general lifeguard duties and pool maintenance tasks; rescue swimmers in danger of drowning regardless of the situation and even if possible drowning victim resists rescue efforts; work hours as scheduled; enforce safety and health regulations; focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; and adapt to interruptions, equipment failures, unusual demands or changing priorities. This position must also possess the ability to understand and follow written and oral instructions and procedures; maintain effective working relationships with other employees and the public; communicate effectively with patrons and staff; and read and interpret policy manuals established for the work environment

BACKGROUND CHECKS- Condition of Employment

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.

- Manual Dexterity:** The employee is occasionally required to climb or balance, reach with arms and hands to handle or feel objects, tools or controls. Due to the nature of aquatics and rescue activities, the full range of physical movements are required in this position, including swimming, walking, running, jumping, Employees assigned aquatic center will be exposed outdoor weather conditions. performing the duties of this job, the employee is frequently to sit, stand, swim, walk, talk, and hear, lifting and climbing. Specific vision abilities required by this job include close distance vision, depth perception, ability to adjust focus and peripheral vision
- to the
While
required
vision,
- Physical Effort:** Physical demands are described as heavy (exert up to 100 lbs of force occasionally, and/or up to 50 lbs. of force frequency, and/or up to 20 lbs. of force constantly to move objects).
- Working Conditions:** Employees assigned to the aquatic center will be exposed outdoor weather conditions. The employee is exposed to potential hazards including toxic or caustic chemicals and has exposure to wet and/or humid conditions.

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.

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