

Job Description

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

POSITION IDENTIFICATION

Position Title: Parks Laborer

Division: Department of Public Infrastructure – Operations Division

Status: Full-time, hourly

Workweek: Monday – Friday, Weekends as assigned by Supervisor

SUPERVISORY RELATIONSHIPS

Reports to: Operations Division Manager

Directly Supervises: Supervision may be exercised over subordinate workers and part-time staff

POSITION PURPOSE

Performs a variety of tasks in the maintenance of parks, playgrounds, boulevards, trails, and green spaces. Serves as department representative at various parks and buildings under jurisdiction of the department. Employee is expected to perform general laboring tasks, operate small and large machinery and equipment. General assignments are received from a superior but employee will exercise judgment in selecting work methods and in planning details. Work is performed under the supervision of the Operations Division Manager who inspects work in progress and upon completion for conformance with specifications. Supervision may be exercised over subordinate workers and part-time staff.

ESSENTIAL DUTIES

- Operates large pieces of equipment such as the skidster, tractors, and other landscaping equipment. Performs any type of landscaping duties (watering, weeding, and maintaining flowers, trees, shrubs, and plants)
- Operates a tractor with mowing and snow removal attachments
- Performs maintenance and custodial work in the care of department facilities
- Performs plumbing, carpentry, and welding on equipment and facilities
- Installs concrete flatwork and performs repair work on facilities
- Marks all recreational and sports facilities using a paint machine or dry marker
- Repairs equipment, picnic tables, park benches, and any other facility related damages
- Performs ball field maintenance with tractor and landscaping equipment
- Assists in maintaining ice skating rink(s)
- Installs new playground units and removes other playground units whenever required
- Cleans and services trucks and equipment
- Paints picnic tables, park benches, garbage cans, park shelters, and tennis courts
- Does related work as required

- Must be a self-starter and be able to work with minimal supervision under the general direction of the Operations Division Manager
- Must be cross trained to perform DPW skilled labor duties as assigned in order to provide adequate coverage for seasonal work requirements
- Performs all duties as assigned related city grass cutting, including coordination of private property ordinance violations with a private contractor and supervision of seasonal workers assigned to grass
- May be appointed as City Weed Commissioner and required to perform all duties associated with this role and as directed by the Division Manager

OTHER DUTIES

- Does related work as required
- May be required to assist with DPW snow removal operations when necessary

MINIMUM POSITION QUALIFICATIONS

Education: High school diploma or equivalent; apprenticeship or technical training relative to the positions. An equivalent combination of training and experience may be acceptable only if the City determines that the applicant's previous background provides the required knowledge, skills, and abilities to perform in the Parks Worker II position.

Experience:

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 6 months.

Other Requirements:

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, ability to calculate areas, circumference, and volume, and the ability to apply concepts of basic algebra and geometry. 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

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.