

Job Description

Human Resource Use Only

Position Number: 10095

Step/Grade - G

Effective Date: 04.2026

POSITION IDENTIFICATION

Position Title: Parks Laborer
Division: Parks & Recreation Department
Status: Full-time, non-exempt
Workweek: Monday – Friday, weekends as assigned by supervisor

SUPERVISORY RELATIONSHIPS

Reports to: Parks Supervisor
Directly Supervises: Supervision may be exercised over subordinate workers and part-time and seasonal 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 supervisor but employee will exercise judgment in selecting work methods and in planning details.

ESSENTIAL DUTIES

- Must be a self-starter and be able to work with minimal supervision under the general direction of the Parks Supervisor
- Performs any type of landscaping duties (watering, weeding, and maintaining flowers, trees, shrubs, and plants)
- Operate a tandem axle trash compactor providing refuse pickup at parks and city buildings
- Perform maintenance and custodial work in the care of department facilities
- Perform plumbing, carpentry, and welding on equipment and facilities
- Install concrete flatwork and performs repair work on facilities
- Use a paint machine or dry marker
- Repair equipment, picnic tables, park benches, and any other facility related damages
- Perform ball field maintenance with tractor and landscaping equipment
- Assist in maintaining ice skating rink(s)
- Install new playground units and removes other playground units whenever required
- Keep equipment clean and maintained
- Paint picnic tables, park benches, garbage cans, park shelters, and tennis courts
- Must be available for on-call and after-hours emergency work as assigned by the Parks Supervisor
- Setup, delivery, and cleanup for special events and facility rentals
- Perform all duties as assigned related city grass cutting and supervision of seasonal workers assigned to grass

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 the job.
Experience:	Experience operating large pieces of equipment and general outdoor maintenance. Experience in the Parks industry preferred.
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License. Must possess or obtain a valid commercial driver's license class B & C license with air brakes issued by the State of Wisconsin within 6 months. Must possess or obtain a valid ATV/UTV safety certification as required to operate an ATV/UTV in the state of Wisconsin.
Other Requirements:	Employee also must submit to a pre-employment drug test and participate in federally-mandated DOT random drug testing program.

KNOWLEDGE, SKILLS, & ABILITIES

- 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.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders.
- Good knowledge of procedures, equipment and skill needed to operate various pieces of equipment including but not limited to trucks with air brakes (with and without plowing attachments), heavy equipment, compressors, backhoes, road graders, tractors, concrete saws, hand saws, chain saws, mowers, leaf loaders, skid-steer, tractors, landscaping equipment and snow removal equipment.

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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions: This position primarily involves outdoor work in varying weather conditions, including extreme temperatures, humidity, and potential exposure to chemicals. The role may require navigating rough terrain and working around loud equipment, moving machinery, vibrations, fumes, and airborne particles. Employees must be flexible with scheduling, able to adapt to short-notice changes, and maintain focus during extended or overtime hours.

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.