Job Description

Human Resource Use Only
Position Number: **Step/Grade** – H **Effective Date: 04.2026**

POSITION IDENTIFICATION

Position Title:	Senior Parks Laborer
Department:	Parks & Recreation Department
Status:	Full-time, non-exempt
Normal 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

This is a skilled labor and equipment operator position performing work required to maintain and operate the parks and zoo. Employees must be available for emergency work 24/7. The employee must possess the ability to get along well with the public, with employees and management. General assignments are received from a supervisor, but employees in this class are expected to exercise independent judgment in selecting work methods and in planning details. Work is performed under the supervision of the Parks Supervisor, who inspects work in progress and upon completion for conformance with specifications.

ESSENTIAL DUTIES

- Must be a self-starter and be able to work with minimal supervision under the general direction of the Parks Supervisor
- Perform maintenance and custodial work in the care of department facilities
- Must be available for on-call and after-hours emergency work as assigned by the Parks Supervisor
- Must be available for salting and/or snow plowing operations
- Knowledge of chainsaws and forestry equipment and operations
- Performs any type of landscaping duties (watering, weeding, and maintaining flowers, trees, shrubs, and plants)
- Capable of physical labor with thorough appreciation of the occupational hazards and an understanding of the appropriate safety measures required for the work.
- May be asked to assume Parks Supervisor duties in their absence.
- Perform plumbing, carpentry, and welding on equipment and facilities
- Operate a tandem axle trash compactor providing refuse pickup at parks and city buildings
- Setup, delivery, and cleanup of special events and facility rentals
- Use a paint machine
- 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, inspect, and maintain playground units and hiking/biking trails
- Perform all duties as assigned related city grass cutting and supervision of seasonal workers assigned to grass
- Follow-up on acts of vandalism including notifying the Parks Supervisor and performing necessary

repair

OTHER DUTIES

- Perform other related duties as assigned
- 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 if the City determines that the applicant's previous background provides the required knowledge, skills, and abilities to perform the job.
Experience:	Experience in parks industry. Experience in operating equipment involved in park maintenance, operating large pieces of equipment and general outdoor maintenance. Grounds keeping, landscaping, and small equipment.
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License. Must possess a valid commercial driver's license issued by the State of Wisconsin. 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 and maintenance instructions, blueprints, government regulations and procedure manuals.
- Ability to complete routine paperwork.
- Ability to supervise seasonal employees
- 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 figures, area, circumference, and volume. 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 read blueprints.
- Ability to make minor repairs to equipment.
- Ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders.
- Ability to get along well with the public, with employees and management. Ability to efficiently present information to other employees and supervisors.
- 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, mowers, leaf loaders, skid-steer, tractors, landscaping equipment and snow removal equipment.

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: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, bend, 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, and 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. The employee may be required to use a respirator, either half mask or full mask, or a dust mask.

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.