

Position Description

TITLE: Parks General Laborer

WORK SCHEDULE: Part-time to Full-time May through late October

DEPARTMENT: Parks

SUPERVISED BY: Public Works Director

FUNCTION:

This position is responsible for the maintenance and beautification integrity of the city parks building and grounds under the direction and supervision of the Public Works Director and Parks Foreman. This is a multifaceted position requiring basic custodial knowledge, lawn and landscaping equipment operational knowledge, basic horticultural and landscaping knowledge and self-motivational and time organizational skills.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

1. Daily inspection and maintenance of park restroom facilities including stocking of toilet tissue, paper towels, cleaning of toilets, sinks, floors, walls and ceilings, and other maintenance as necessary to keep the restrooms in clean working order for public use.
2. Maintenance of all park grounds including the mowing of grass turf, raking, mulching and disposal of leaves, trimming of hedges, bushes and evergreens, trimming trees, seeding grass, trimming grasses and weeds around all trees and structures, planting and watering of flower beds and containers, bushes, shrubs and trees, and other various landscaping.
3. Maintenance of garages, shelters, pavilions and all structures located on the parks grounds throughout the city.
4. Maintenance of picnic table and benches, seawall structures, and boat docking facilities.
5. Installation and maintenance of playground equipment.
6. General grounds maintenance including pick up and removal of garbage.
7. Adhere to safety rules, policies and guidelines of the city.
8. Completes related duties and projects as required by Public Works Director.

QUALIFICATIONS FOR POSITION:

- Must be at least 18 years of age.
- Requires a valid driver's license.

- Requires ability to pass a drug screening and basic physical.
- General knowledge of landscaping and turf maintenance and machinery operation.
- Requires excellent vision to perform essential job functions.
- Requires public contact, frequent standing, lifting, walking, stooping, bending and climbing off and on lawn equipment in the operation of landscaping maintenance.
- Requires exposure to outside weather components and extended periods of exposure to mechanical vibrations and spinal movement while sitting on lawn tractor.
- Requires exposure to rough, unstable site terrain at times.
- Must possess the ability to follow oral and written instructions.
- Must possess mental alertness, tact, courtesy and the ability to get along well with others.
- Must possess good time management skills and organization of maintenance duties.
- Must provide good judgement, honesty, commitment, accuracy, discretion and integrity.
- Must have the ability to establish and maintain effective working relationships with city officials, employees, related business associates and the public.
- Ability to work in an outdoor environment while completing a multitude of tasks under minimal direct supervision.

Effective:

Updated: January 9, 2009

Approved: