

Village of Allouez

POSITION DESCRIPTION



JOB TITLE	Park Maintenance Seasonal Laborer		
REPORTS TO	Parks & Facilities Foreman		
FLSA STATUS	Non-Exempt	JOB TYPE	Seasonal- \$16.00 per hour

JOB PURPOSE

The Parks Maintenance Seasonal Laborer assists the Parks Department with the general maintenance and custodial duties of parks along with other Village owned facilities and properties.

DUTIES AND RESPONSIBILITIES

The following duties are representative of the work required for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain turf and landscape areas.
- Operate mowing, grooming, trimming, and various landscape equipment.
- Assist Parks Department staff with projects and various maintenance activities.
- Clean park shelters and perform janitorial duties.
- Paint and stain equipment, facilities, and fixtures.
- Groom, mark, and water athletic fields.
- Remove litter from Village parks and facilities.
- Assist with the delivery of supplies.

QUALIFICATIONS

- High school diploma or equivalent preferred.
- Must be at least 17 years of age.
- Must possess a valid driver's license.
- Capable of frequently lifting and carrying up to 50 pounds.

SKILLS AND ABILITIES

- Able to operate mowers, trucks, trailers, and other power equipment.
- Knowledge of hand and power tools used in maintenance work.
- Able to work independently as well as part of a team.
- Able to deal tactfully and effectively with the public.

SUPERVISION/DECISION MAKING

This position does not supervise others. The Parks Maintenance Seasonal Laborer receives general supervision and works with a team or alone on routine work from standard practices and procedures.

HOURS OF WORK

The typical working hours for this position are Monday through Thursday from 6:00 a.m. to 4:00 p.m.

Hours may be flexible to accommodate the needs of the Department. Punctuality for this position is required. This position is limited to a maximum of 1,199 hours per year.