



Town of Grand Chute Position Description

Department: Public Works

Title: Maintenance Worker - Parks

Pay Grade: F

FLSA: Non-exempt

Date: November 2018

Reports to: Park Foreman

Purpose of Classification

The purpose of positions in this classification is to work with the Park Foreman maintaining the Town park grounds and facilities.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain valid driver's license.
- Clean and open Town park facilities
- Be able to work Saturdays and Sundays cleaning parks or for special events.
- Turf mowing, maintenance, and repair of park facilities.
- Operate lawn mowers, ATV, UTV, small tractors, snow blowers, and 1-ton truck with plow attachment.
- Sports field and court marking, maintenance and facility repairs.
- Establish, maintain and repair ice rinks and roller rink.
- Maintain, inspect and repair park furniture, fixtures, infrastructure and playground equipment.
- Snow removal for public access to parks and facilities, sidewalks, trails, parking lots and pedestrian system, and streets and/or parking areas.
- Assist with park improvements: grading, leveling and seeding of new park sites, building and installation of park furniture and playground equipment.
- Maintain and repair parks accesses, roads, trails, pedestrian systems, trails, walkways and parking lots.
- Application of non-regulated herbicides and fertilizers.
- Maintain Town flower beds and pocket parks.
- Tree and shrub planting and care.

Additional Tasks and Responsibilities

While the following task(s) are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assist with setup for park facility rentals and events.
- Identify, treat, and dispose of invasive species.

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- Train part-time summer seasonal staff.
- Assist with Park and Recreation Program including training Park and Recreation employees, promote programs via flyers and social media, and develop programs and scheduling.

Physical and Mental Abilities Required to Perform Essential Job Functions

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least eighteen (18) years of age. High school diploma or equivalent with a minimum of 1-year of work experience.
- Combination of education and experience that provides equivalent knowledge, skills and abilities.
- Emergency First Aid, CPR and AED certification within one year of hire.

Language Ability and Interpersonal Communication

- Ability to follow specific instructions and respond to simple requests from others.
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with the public, contractors and customers.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments such as metal detectors, mechanic's hand tools, hand excavation tools and carpenter's tools, string trimmers, chain saws, and pruners.
- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to lift and/or move up to 100lbs and occasionally lift and/or move more than 100 lbs with assistance.
- Ability to recognize and identify similarities of differences between characteristics of colors, forms, sounds, tastes odors and textures associated with job-related objects, materials and tasks.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Environmental Adaptability

- Ability to work under moderately hazardous and uncomfortable conditions where exposure to environmental factors such as extreme hot or cold, odors, toxic agents, violence, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

EEO Statement and ADA Compliance

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of Town and requirements of the job change.

Employee’s Signature

Supervisor’s Signature

Date

Date