

JOB DESCRIPTION

PARKS LABORER #1

Immediate Supervisor:

Parks Supervisor

Classification:

Limited Term Employee

(Not less than 600 not more than 1780 hours per year)

(Approximately May through September)

I. DUTIES:

1. Under the direction of the Park Supervisor and Public Works Director, perform related tasks as required.
2. Maintain cleaning schedule of downtown bathrooms and porta-potties as directed, including Whitefish Street bathroom, Joni's Beach, Downtown porta-potties, and Big Bay Town Park.
3. Collection of trash and recyclables from downtown and Big Bay Town Park daily. Safely transport all refuse back to the Town Shop recycling station before weekly or bi-weekly transport to the MRF.
4. Replenish materials as needed such as: trash can liners, toilet paper, paper towels, hand sanitizer, etc.
5. Maintain all turf grass areas and trails on schedule, as needed, and as directed including mowing, raking, edging trimming, woodchip maintenance, etc.
6. Deal with the public in a helpful, courteous, and professional manner.
7. Ensure all equipment and facilities under the parks responsibility are in safe condition maintained in accordance with all local, state, and federal standards and regulations. Report all potential hazards, broken or nearly broken equipment to the Parks Supervisor or Public Works Director.
8. Ensure that work is performed in a manner that does not endanger the health and safety of oneself, fellow workers or the general public.
9. Work is to be performed under the administrative supervision of the Parks Supervisor and directives of the Public Works Director.

II. QUALIFICATIONS:

- Ability to meet and work with the public.
- Ability to follow oral and written instructions.
- Ability to communicate effectively.
- Ability to perform heavy physical tasks under varying working conditions.
- Knowledge of general mechanics, small engine maintenance and operations.
- Possession of a valid Wisconsin Driver's License.
- Ability to operate and maintain the majority of the pieces of equipment listed below:
Weed whip/Brush saw Light Duty Truck Chainsaw
Water Pump Weed Trimmer Various Hand Tools
Backpack Blower Four-wheeler
Lawn Mowers (Push and Riding Mowers)

III. Physical Requirements

- Perform moderate lifting and carrying, walking or standing for prolonged periods of time; bending, stooping, kneeling, climbing, crawling, while performing job duties.

- Color vision
- Hearing
- Ability to push 100 pounds and lift 50 pounds
- Ability to climb ladder and step ladder
- Ability to bend at the waist, sit, kneel, lay horizontally, climb, walk, etc. as job may require.

NOTE: This is a position that may be exposed to hazardous materials. Hepatitis and/or Tetanus immunizations are available at no charge.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.