

JOB DESCRIPTION

PARKS ASSISTANT/LABORER (PAL)

Approved by the Town Board April 27, 2010, May 13, 2014, February 24, 2015

Immediate Supervisor:

Town Foreman

Classification:

Limited Term Employee

(Less than 600 hours/year)

(Approximately May through September)

I. DUTIES:

1. Under the direction of the Town Foreman, perform related tasks as required by the Town Foreman, Road Crew, MRF, Town Hall and Library personnel and all Town of La Pointe staff.
2. Replenish materials as needed such as: trash can liners, toilet paper, paper towels, and park tickets.
3. Collection of daily campground charges when necessary. Check campground and notify Town Hall, Chamber of Commerce and the Ferry Line of site availability.
4. Maintain all turf grass areas including mowing, raking, edging, trimming, etc.
5. Building and ground maintenance: Removal of refuse from campground, pergola, Town beach, Town dock, and other Town properties as needed. Assist the Town's recycling efforts as much as practical.
6. Deal with the public in a helpful, courteous and professional manner.
7. Insure 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 Town Foreman.
8. Insure 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 Town Foreman and directives of the Town Board.

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:

Brusher	Light Duty Truck	Chainsaw
Water Pump	Weed Trimmer	Various Hand Tools
Sidewalk Edger	Blower Pac	
Lawn Mowers (Push and Riding Mowers)		

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.

I have read and do understand the duties and responsibilities for the position of Parks Assistant for the Town of La Pointe.

Employee Signature

Date