

VILLAGE OF WINDSOR

POSITION DESCRIPTION: SEASONAL PARK MAINTENANCE WORKER

Park Maintenance Worker

As stewards of Windsor lands the Public Works Department maintains clean, safe and accessible parks and recreational opportunities for people of all ages.

Seasonal Position

Position is 600 hours for the season. Flexibility is a must due to weather and activity schedules. Work hours shall be flexible but must be between the hours of 7 am and 4 pm, Monday through Thursday and 7 am and 1 pm on Fridays. Some weekend work required, begins May.

General Purpose

Under supervision, the Parks Maintenance Worker will perform various park maintenance tasks. This position will report to the Public Works Director and will be responsible for adhering to maintenance and safety standards. The Parks Maintenance Worker will possess a strong orientation towards customer service, a stewardship philosophy toward ecosystem management, and will be committed to parks maintenance.

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position is frequently subject to extreme weather conditions, including heat, cold, rain and wind. Frequent exposure to dust, fumes and dirty conditions as is typical of a shop and park environment. Employee will be subject to moderate noise levels and exposure to moderate physical hazards in performing projects and in maintenance work. Also, exposure to intermittent stress due to human behavior and job tasks may be experienced. Employee will need to be on his/her feet and walking for extended periods.

Qualifications Requirements

- A valid State of Wisconsin motor vehicle driver's license is required
- Ability to work flexible hours.
- Must be able to speak and understand English.

Preferred Skills/Qualifications

- Park and landscaping maintenance experience.
- Commercial Driver License a plus.

Essential Duties

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Turf management: mowing, edging, weeding/spraying, pick up branches, rake leaves.
- Playground Safe areas: raking and weeding.
- Sign management: weeding and cleaning.
- Tree trimming and general care.
- Remove litter from parks, parking lot, and other public areas.
- Flower and shrub beds: weeding, mulching and planting of flower and shrub beds.
- Playground equipment maintenance, including safety checks.
- General housekeeping: sweeping-cleaning floors, emptying garbage, etc.
- Treat invasive species.
- Trails: clear brush and remove litter.
- Facility maintenance: pavilions, restrooms, fences, fountains, picnic tables, benches and playgrounds.
- Baseball fields preparation: line, drag, etc.
- Operate machinery, mowers, trucks, etc.
- Use of variety of hand tools, including shovels, rakes, wrenches, etc.
- Roundabouts: pull weeds, edging, etc.
- Must be able to push and pull 50 lbs. and lift 50 lbs.
- Assist full time staff as needed.
- Operates and/or drives a variety of light equipment as directed.
- Ability to remain calm when exposed to confrontation.
- Other duties as assigned.