



# Job Description

Job Title: <b>Seasonal Maintenance Worker I – Parks Division</b>		Department: Public Works	
Reports To: Park Superintendent	Supervises: None		FLSA Status: Non-Exempt
Bargaining Unit: None			Effective Date: 2/1/2018

## POSITION SUMMARY

Under general supervision, this service position is the first level in the Seasonal Parks Maintenance series. This position performs general labor services in the care and maintenance of the City of Waseca’s buildings and grounds. In addition, the Parks Maintenance Worker will be responsible for adhering to maintenance and safety standards that provide a comfortable environment for the public.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Understands (or can learn) basic varied park maintenance practices.
- Operates and maintains equipment in a proficient manner as assigned in parks and other City property (e.g., rotary mowers, utility vehicles, hand push mowers, pickup trucks, weed whips, air blowers, sod cutter, tractors, boats).
- Performs various maintenance functions such as mowing grass, painting/staining, facility maintenance, landscape maintenance, flower/plant bed maintenance, watering flowers, mulching trees, and spring/fall cleanup.
- Maintains athletic activity areas (e.g. ball field maintenance, volleyball and tennis court maintenance, maintain fences, benches, sidewalk/curb edging, and restrooms).
- Maintains swimming beach areas (e.g. installing buoys, ropes/floats, and maintaining aquatic weeds as directed).
- Cleans and removes litter from parks, parking lots, and other public areas.
- Opens and locks public facilities as directed.
- Follows proper safety and operating precautions in all areas of work to avoid personal time and/or property loss accidents. Uses proper safety equipment and operates equipment in a safe manner.
- Cooperates with contractors, co-workers, and other department heads.
- Follows directions and performs duties to the satisfaction of Park staff and the general public.
- Assists full-time employees with projects and general tasks as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

## **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

### Education

- High school diploma or GED certificate required (unless 18 years old and enrolled in high school).
- 18 years of age or older.

### Trainings, Certificates, and Licenses

- Possess a Minnesota Class D Driver's License

## **COMPLEXITY**

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

## **RESPONSIBILITY**

### Supervision

General supervision is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

### Impact

While performing the normal duties of this job, this position's work affects the overall efficiency and image of the City.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

While performing the duties of this job, this position may occasionally climb 10 to 50 steps, balance, bend/stoop, crouch, squat, crawl, and run, lift 5 to 100 lbs., carry 5 to 100 lbs., and finger/enter data/keystroke. This position will frequently reach above shoulder level, push/pull 5 to 30 lbs., talk, and continuously kneel, sit, stand, walk, feel, hear, smell, perform repetitive motions, and drive.

While performing the duties of this job, this position will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

While performing the duties of this job, this position will use right and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.

While performing the duties of this job, this position will use right and left foot for repetitive movements.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, working in close quarters, exposure to extreme heat, exposure to extreme cold, and exposure to infectious diseases.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**