

**PUBLIC WORKS DEPARTMENT
PARK/STREET DIVISION
JOB DESCRIPTION**

SEASONAL PARK/CEMETERY MAINTENANCE WORKER

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of unskilled and semi-skilled tasks in the maintenance of cemetery, park and pool equipment, buildings, grounds; monitors pool filter system.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Performs custodial work including: dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; empty ash from grills; clean drinking fountains, walls, fixtures.
- 1.2 Mows and maintains cemeteries, parks and open space areas such as ball fields; mows weeds.
- 1.3 Paints and repairs play equipment.
- 1.4 Plants lawns, trees, or shrubs.
- 1.5 Assist Street Department with leaf pick up.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Solve practical problems; variety of variables with limited standardization; interpret instructions.

Understand arithmetic calculations. Some knowledge of equipment, materials and supplies used in building and grounds maintenance; some knowledge of first aid and applicable safety precautions.

Skill in operation of listed tools and equipment.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Ability to communicate effectively, verbally or in writing, with the public and community or professional organizations. Ability to be flexible

to accomplish a variety of tasks. Employee will be familiar with details of job to do it reasonably well within 2 years.

TOOLS AND EQUIPMENT USED:

Lawn care equipment, light equipment, power tools, swimming pool filter systems.

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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

While performing the duties of this job, employee constantly stands; walks; drives motor vehicles; reaches; uses eye-hand coordination; hears; tastes or smells; has contact with general public/customers. Employee frequently grasps; holds; talks; works alone; stoops, kneels, crouches, or crawls; climbs stairs; climbs ladders. Employee occasionally sits; drives heavy equipment; uses the telephone.

Employee must be able to constantly lift up to 50 pounds; frequently lift up to 100 pounds; occasionally lift over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School Degree, or GED equivalent, and
- 2 Related work experience of 1 to 3 years, or
- 3 Any equivalent combination of education and experience.
- 4 Valid Wisconsin driver's license.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed daily to equipment maintenance grime; noise, equipment movement hazard, and vibrations when equipment is operated; temperature extremes and dampness when doing outside work; dangerous chemicals/solvents when doing pool maintenance. Employee frequently has significant work pace/pressure during seasonal demands.

POSITION ACCOUNTABILITY:

REPORTS TO: Works under Park Maintenance Worker I and Park Foreman.
Cemetery- works under Street Maintenance/Cemetery worker and Street Superintendent.

SUPERVISION EXERCISED: None

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The 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 the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 6/26/01

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