

Town of Mukwonago

JOB DESCRIPTION

JOB TITLE: Parks Maintenance Worker, Parks & Recreation Department (permanent part-time)

IMMEDIATE SUPERVISOR:

Reports to the Parks & Recreation Director, and/or a designated representative.

POSITION OVERVIEW:

The position is responsible for day-to-day maintenance and improvements of, park facilities, equipment and services for the Parks and Recreation Department of the Town of Mukwonago.

SECTION A

Essential Knowledge, Skill and Job Related Experience Required

1. Prior experience or knowledge related to park and/or recreation facility maintenance desirable.
2. Basic knowledge of traffic laws and regulations as applied to motorized maintenance equipment.
3. Basic knowledge and ability to operate power tools, and similar department equipment.

SECTION B

Special required qualifications

High school diploma / G.E.D., or equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

1. Possess a valid driver license and a good driving record.
2. Ability to perform and some knowledge of general parks maintenance operating and tasks.
3. Ability to drive a one-ton dump truck, and other vehicular equipment.
4. Ability to operate and maintain powered mowers, trimmers, small tractors and similar grounds maintenance equipment.
5. Ability to utilize common hand tools for grounds and park maintenance.
6. Knowledge of elementary accident precautions applicable to park and grounds maintenance and ability to demonstrate safe working procedures.
7. Ability to keep simple records and reports, and to work from oral and written directions.
8. Ability to maintain effective relationships with other employees and the public, and to interact with the public in a courteous and tactful manner.
9. Ability to perform manual labor and withstand a variety of temperatures, weather and working conditions.
10. Ability to understand and follow oral and written instructions.

SECTION C

Essential Functions & Responsibilities

1. Maintain park grounds, collect and dispose of litter and refuse, mow and trim grass, rake and remove leaves and brush, general landscape maintenance and horticultural work.
2. Mowing and trimming of play fields, park areas, or any other maintained grass areas under departmental jurisdiction.
3. Maintenance and preparation of ball diamonds to include daily safety inspections, dragging, lining, raking, watering and refuse removal.
4. Marking other play field areas (i.e. football/soccer fields); uses of line striper
5. Perform maintenance and repairs on all Town equipment including, but not limited to: oil changes, tire replacements, grease and lubrication, emergency repairs, maintain appropriate records. Inspect assigned equipment daily for potential safety issues such as brakes, lights, oil, tires, etc.

6. Regular inspection of playground areas and equipment (inspection and repairs)
7. Clean, park buildings, shelters, restrooms, and picnic areas.
8. Planting of trees, shrubs, flowers, etc., as assigned
9. Application of play field or turf additives (fertilizers, weed/pest control, etc.).
10. Turf Aeration.
11. Install park site or playground/play field amenities, as directed.
12. Operate and maintain various pieces of motorized equipment, (i.e. one-ton dump truck, mowers, trimmers, tractors, Toro workman, etc.) and other tools related to assigned duties.
13. Opening and closing of park/recreation buildings and facilities.
14. Preparation of reports and other related paperwork.
15. Oversee and assist other employees as assigned.
16. Perform other related maintenance tasks and functions and support services for DPW as required and assigned.

SECTION D

Physical Requirements in Performing Task Responsibilities

The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (up to 100 lbs) objects.

SECTION E

Working Conditions Under Which Tasks are Performed

1. Sometimes tasks will require early starting times and longer hours.
2. Must be able to work some evenings, weekends, and holidays.

CORE COMPETENCIES

1. *Works Productively.* Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; uses good judgment; uses Town of Mukwonago Recreation Department resources and supplies appropriately and efficiently.
2. *Personal Behaviors/Communicates Effectively.* Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.
3. *Builds Community:* Understands and embraces the role of all team staff members; helps participants make connections to others; practices effective relationship building techniques.
4. *Provides Quality Experience.* Possesses the ability to deliver outstanding experiences for team members, participants; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that till exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve team members and participants.