

# Town of Ixonia Job Description

## Part-Time Park Maintenance Worker

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Highway Superintendent & Park & Recreation Supervisor

### **General Summary:**

This position is responsible for the assisting with daily maintenance, upkeep and operations of buildings and grounds, athletic fields, shelters, restrooms, parks, playgrounds and equipment for the Parks & Recreation Department for approximately 300 seasonal hours.

### **Examples of Duties:**

- Inspects park system facilities and equipment and insure they are being properly operated and maintained
- Operate department equipment including, but not limited to: Wide area lawn mowers, zero turn lawn mowers, walk behind lawn mowers, snow removal equipment, tractors and attachments, dedicated herbicide sprayer, various sized trucks with trailers, ball diamond groomers, and turf sweepers. Operate all other assigned municipal equipment other than those classified as heavy equipment.
- Inspect equipment daily for potential safety issues such as brakes, lights, oil, tires, etc.
- Operate and maintain hand tools, power tools, chain saws, hand held sprayers, string trimmers, push mowers, grinders, fertilizer spreaders and small air, electric and hydraulic tools and equipment.
- Perform maintenance and repairs to parks, green spaces and facilities including, but not limited to: Mowing, string trimming, fertilizing, leaf removal, spraying pesticides, grading and seeding turf areas, pruning, weeding, watering, drinking fountains, shelters, restrooms, playgrounds, park amenities, sidewalk, parking lots, medians, etc. Inspects and washed vehicles and equipment.
- Prepare and maintain athletic fields and facilities for sporting events including, but not limited to: Foul/field lines, pitching mounds and bases, batting cages, bleachers, dugouts, fencing, etc.
- Prepare parks, green spaces and other Town-owned areas for community events.
- Assists in landscaping operations such as planting, maintenance and removal of trees, shrubs, flowers and turf.

- Possess knowledge and ability to maintain and repair departmental buildings and facilities including but not limited to: Plumbing, carpentry, roofing, masonry, painting, irrigation and janitorial cleaning duties.
- Follows established maintenance priorities and ensures maintenance schedules.
- Operates tractors, mowers, chippers and other specialized equipment.
- Assist with other departments performing municipal-related work and performs other work & duties as directed or assigned.
- Performs other related duties as required.

### **Qualifications:**

- High School diploma
- Wisconsin Driver License

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge and ability to perform general maintenance and repairs to buildings and parks facilities.
- Knowledge, skills and abilities to perform the essential job duties and responsibilities
- Knowledge of all applicable safety practices, procedures and regulations
- Knowledge of the tools, methods and materials used in the building trades such as plumbing, welding, carpentry, masonry, painting, etc.
- Ability to work as a team member and maintain effective working relationships with supervisors and other employees and to effectively communicate with the public in a courteous and tactful manner.
- Ability to work in a variety of temperatures, weather and working conditions.
- Ability to understand and follow oral and written instructions, be able to maintain records such as timesheets, material slips, etc. and prepare reports when necessary
- Ability to perform tasks on a regular basis which require frequent standing, climbing, lifting, reaching, bending squatting and carrying.
- Ability to perform duties with varying heights.
- Ability to be available and work expanded hours and/or be called in for emergency work with little or no advanced notice and willingness to attend special classes outside of normal work hours.
- Responsible for adherence to safety rules and regulations. Observe and comply with all required safety precautions to avoid accidents or property damage in the operation of heavy and specialized automotive equipment.
- Ability to work with minimum supervision and lead the work of others.

### **Job Requirements:**

- Possess and maintain a valid Wisconsin Driver's License
- Employee must be able to report to work
- Must be able to respond to call-ins and report to work with little or advanced notice if required.

- Must be able to follow safety precautions/rules and wear personal protective equipment as necessary for the task being performed.

**Physical Demands:**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is required to walk, sit climb or balance, stoop, kneel crouch or crawl and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**Work Environment:**

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, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment can be loud.