



Position Description

POSITION TITLE: Parks & Recreation Lead Worker

REPORTS TO: Director of Parks & Recreation

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: December 18, 2020

DEPARTMENT: Rec. Facilities/Parks/ Cemeteries

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 18

GENERAL PURPOSE

In the maintenance and operation of buildings, grounds, open spaces, parks, and recreation systems; performs a variety of hands-on skilled trade work including carpentry, basic electronics, plumbing, concrete work and facility maintenance and repair. Assists Cemetery crew with burials, grounds maintenance and opening/closing graves.

SUPERVISION RECEIVED

Works under the general supervision of the Facilities Supervisor and Director of Parks and Recreation. Must be able to independently solve problems and implement solutions on a daily basis as they affect daily operations. Work is performed independently and is reviewed through occasional inspections and observations of results obtained.

SUPERVISION EXERCISED

May supervise community service workers or part-time workers as required or assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Ability to locate cemetery space or spaces for people and for opening a grave.
- Ability to safely set up a grave for a funeral, arrange internment services, operate cemetery equipment and ensure safety of grounds.
- Serves as lead worker to maintain park and open space areas such as parks, undeveloped and developed parks; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes, and performs routine daily maintenance of park drinking fountains and restrooms.



- Assists seasonal staff; sweep, wash, paint, and repair, or replace park tables and slabs.
- Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Assists mowing crews as needed in the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.
- Collects and disposes of solid waste from buildings and grounds. Assists as needed, litter pick-up.
- Provides assistance to the public with information concerning cemetery prices, availability and resolves complaints.
- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use. Opens and closes, locks and unlocks facilities as needed.
- Assists in the construction and renovation of park and recreation facilities, including clearing, grading, drainage, and foundation work.
- Keeps records of work completed.
- Maintains park and recreation building surfaces, roofs, floors, ramps, walks, decks, walls, and repair of public buildings, grounds, equipment, and facilities. Accomplishes small construction projects and laying of concrete. Maintains and makes operating repairs to heating, ventilation, and air conditioning, electrical, fire protection, plumbing and other building mechanical equipment.
- Inspects public buildings, facilities, equipment, tools, and supplies to assure that they are in good condition. Submits verbal and written reports and recommendations regarding condition of buildings, facilities, equipment, tools, and supplies.
- Performs routine custodial tasks such as sweeping, mopping, buffing, and cleaning of floors, decks, and walks. Shovels snow, operates snow blower, moves furniture, lifts and moves cartons of supplies, trash containers, and various grounds maintenance tasks as directed.
- Since some facilities operate on a seven-day-per-week basis, when weather conditions warrant, the lead worker will check heating and other equipment, as appropriate for proper operation, and will oversee seasonal-staff to clear exterior walks, steps, and entrance areas of snow and ice on Saturday and/or Sunday.
- Occasionally required to assist other divisions and city departments as assigned.

EDUCATION AND EXPERIENCE

- Graduation from high school or GED equivalent, and
- Four years' experience in repair and maintenance work, or equivalent combination of relevant education and experience.
- Experience supervising a seasonal work force with employees of all ages.
- Valid state driver's license or ability to obtain one.

SPECIAL REQUIREMENTS

- Commercial Driver's License (CDL) Endorsement, desirable
- Must be 18 years old at the time of employment.
- Must be a US Citizen
- Must be able to read and write in the English language.

- Must reside within 15 miles of Two Rivers City limits within 6 months after probationary period is complete.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance and making minor repairs. Knowledge and skill in the use of tools and equipment including power tools commonly associated with building construction, electrical, plumbing, heating trades and grounds maintenance.
- Working knowledge of first aid and applicable safety precautions.
- Ability to work independently and to complete daily activities according to work schedule;
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions;
- Ability to understand, follow, and transmit written and oral instructions;
- Ability to establish effective working relationships with employees, supervisors, and the public. Ability to interact with other employees and maintain working relationships.
- Skill to effectively meet and deal with the public;
- Ability to communicate effectively verbally and in writing;
- Ability to handle stressful situations.
- Knowledge in technical aspects of heating, ventilating, and air conditioning, electrical and plumbing systems and other equipment.
- Knowledge of maintenance and custodial techniques, equipment, and supplies.
- Ability to work independently and complete daily activities according to work schedule.
- Ability to read plans and diagrams.
- Working knowledge carpentry, plumbing, basic electronics and concrete work.
- Strong oral communication and interpersonal skills.
- Basic knowledge of supply accountability and inventory control.
- Basic record keeping skills.
- Demonstrated skill and basic knowledge of computers, MS Office Products, internet and electronic mail systems.

TOOLS AND EQUIPMENT USED

Position operates tractors, mowers, jackhammers, welders, trucks, and other listed equipment as needed. Telephone, computer, copy machine, fax machine, and calculator. Lawn and landscaping equipment, including chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; fountain equipment; pumps, boiler, valves, gauges, etc.; janitorial equipment including floor buffers, steam cleaner, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

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, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, color vision, and the ability to adjust focus.

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.

Work is performed in an office, vehicle, or outdoor setting. Including exposure to extreme outside elements consistent with NE Wisconsin temperatures during day and night operations. Work may be performed in emergency and stressful situations. The individual is exposed to loud equipment and hazards associated with heavy and light equipment operations.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

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

Drug testing will be conducted for this position.

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 a 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.