

**City of Portage  
Position  
Description**

**Position Title:** Seasonal Park Maintenance  
Crewperson

**Department:** Parks & Recreation

**Reports To:** Parks and Recreation Director

**FLSA:** Non-Exempt (Hourly)

**Effective:** 2/16/26

**Employment Status:** Seasonal / Temporary  
(Typically Mid-May through August)

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## Position Summary

The Seasonal Park Maintenance Crewperson performs routine maintenance and upkeep of City parks, athletic fields, playgrounds, and other public spaces. This position assists with mowing, trimming, landscaping, facility cleaning, and general grounds maintenance to ensure City parks are safe, clean, and attractive for public use.

## Essential Duties and Responsibilities

The following duties are representative of the work performed but are not all-inclusive:

- Mow grass in City parks, athletic fields, boulevards, and other public properties using riding, push, and zero-turn mowers.
- Trim grass and weeds around trees, fences, playground equipment, benches, and buildings using string trimmers.
- Perform edging, blowing, raking, and cleanup of paved surfaces, trails, and parking areas.
- Pick up litter and debris and empty garbage receptacles in parks and facilities.
- Assist with athletic field maintenance including dragging, lining, fertilizing, and basic turf repairs.
- Assist with landscaping duties such as mulching, planting, pruning, and weed control.
- Perform basic park facility maintenance including cleaning shelters, restrooms, and picnic areas.
- Assist with playground and park inspections by reporting unsafe conditions or needed repairs.
- Operate City vehicles, trailers, and equipment in a safe and responsible manner.
- Perform routine equipment inspections and report mechanical or safety concerns to supervisor.
- Assist with special event setup and takedown including tables, chairs, fencing, signage, and barricades.
- Follow all safety procedures and wear required personal protective equipment (PPE).
- Perform other duties as assigned.

## **Knowledge, Skills, and Abilities**

- Ability to safely operate mowing equipment and hand tools.
- Basic knowledge of turf maintenance and mowing practices preferred.
- Ability to work independently and complete assigned tasks efficiently.
- Ability to follow oral and written instructions.
- Ability to work outdoors in varying weather conditions.
- Strong attention to safety around equipment, traffic, and the public.
- Ability to communicate professionally with coworkers and park users.

## **Minimum Qualifications**

- Must be at least 16 years of age
  - Valid driver's license required (Class D).
  - Ability to pass background check (if required by the City).
  - Ability to pass pre-employment drug screening
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## **Preferred Qualifications**

- Previous mowing or landscaping experience.
  - Experience operating commercial-grade riding mowers or zero-turn mowers.
  - Familiarity with park or municipal maintenance operations.
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## **Physical Requirements**

This position requires frequent standing, walking, bending, kneeling, and lifting. Employee must be able to:

- Lift and carry up to 50 pounds.
- Work long periods outdoors in heat, humidity, and inclement weather.
- Operate vibrating equipment and machinery.
- Climb in and out of equipment repeatedly throughout the day.

## **Work Environment**

Work is performed primarily outdoors in parks, athletic fields, and City properties. The employee may be exposed to heat, cold, rain, insects, loud noise, dust, and traffic hazards. Use of PPE may be required.

## **Equal Opportunity Statement**

The City of Portage is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or any other protected status.