

**City of Portage  
Parks & Recreation Department  
Municipal Services Crewperson Position Vacancy**

The City of Portage is accepting applications for a full-time Municipal Services Crewperson in the Parks Maintenance Division of the Parks & Recreation Department. Position requires a High School Diploma and one to two years related experience and ability to obtain a Commercial Driver License within 6 months of hire. Prior experience operating equipment and/or basic plumbing and electrical maintenance experience preferred. The pay range for this position \$18.80-\$28.20/hr. higher to highly qualified individuals with a comprehensive benefits package. Residency within 30 minutes of the City limits is desired. Complete position description and application may be found on City of Portage website at [www.portagewi.gov](http://www.portagewi.gov) or obtained from the Portage Municipal Building, 115 W. Pleasant Street.

**Apply: By 4:00 p.m. Friday, July 2, 2021**, to Shawn Murphy, City Administrator, 115 West Pleasant Street, Portage, WI 53901 or email [shawn.murphy@portagewi.gov](mailto:shawn.murphy@portagewi.gov)

**City of Portage  
Position Description**

	<b>Department</b>	Parks & Recreation
<b>Position Title:</b>	Park Maintenance Crewperson	<b>Pay Grade:</b> G <b>FLSA</b> Non- Exempt
<b>Date:</b>	4/5/2019	<b>Reports To:</b> Parks and Recreation Manager/Park Foreman

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**Purpose of Position**

This position exists to maintain the City parks system and provide safe public parks, facilities and recreation areas for the community's enjoyment.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Inspects completed work of part-time personnel; instructs personnel in safe and correct use of tools; assists part-time personnel in all aspects of park maintenance; responsible for seasonal opening and closing of all parks.
- Prepares and maintains all parks and recreation facilities and equipment and other facilities as assigned including athletic shelters, picnic tables and benches, signage, refuse containers, bleachers, scoreboards, playgrounds, skate park, and fences.
- Performs a variety of grounds and landscape maintenance functions, including mowing, trimming, watering, raking, planting, weeding, mulching, pruning, fertilizing, and renovating. Forestry maintenance duties include tree removal, stump grinding, planting, mulching, watering and chipping.
- Operates and cares for all equipment used in the performance of the assigned duties and responsibilities, including trucks, tractors, water tank truck, mowers, skid loaders, infield groomer, utv, aerial lift truck, chipper, loader, trimmers, and other hand-operated manual and power tools.
- Construction related operations including concrete, carpentry, welding, painting, fabrication and other assigned duties.
- Cleans all buildings, grounds and other facilities as assigned and deposits refuse according to established procedures.
- Installs park, playground, irrigation, and athletic field equipment; observes, inspects, maintains, and repairs existing and new equipment to ensure safety of users.
- Performs snow and ice control duties of sidewalks in parks and other City properties. Assist with necessary preparation, assembly, cleaning and other duties as needed before and after special event activities throughout the year.

- Performs tree planting, removal and trimming activities.
- Assists Municipal Services and Utilities Departments with performance of other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and three to five years experience in the field of Park & Recreation facility and field maintenance, general building maintenance or skilled trades or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Drivers License. Must possess a class B CDL license or ability to obtain within 6 months of hire.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate various vehicles and machinery such as a pickup truck, riding and push lawn mowers, hand-held manual and power equipment, paint, pesticide and herbicide sprayers, and hand tools.
- Ability to climb, walk, dig, lift up to 50 pounds unassisted.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

#### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents such as vehicle maintenance lists, billing invoices, park reservations, park layouts, and Material Safety Data Sheets.
- Ability to prepare a variety of documents such as equipment cleaning and usage forms, maintenance check lists, vandalism reports, accident reports, employee time sheets, and employee evaluations using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with general public, elected officials, supervisors co-workers, contractors, vendors and others.

#### **Environmental Adaptability**

- Work is performed outdoors in varying weather conditions, using machinery with corresponding hazards.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.