



## Job Description: Seasonal Park Maintenance



PAY GROUP: Hourly Rate: 10.00

JOB TITLE: Seasonal Maintenance Worker **Non-Exempt; Seasonal (Less than 6 Month)**

**Application Deadline – Open until filled**

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### OBJECTIVE:

To participate in maintaining a healthy, safe environment of all park facilities for the enjoyment of the citizens of Portage.

### ORGANIZATIONAL RELATIONSHIPS:

1. Report to: Park & Rec Manager
2. Directs: None
3. Other: Has contact with other city employees and general public

### ESSENTIAL JOB FUNCTIONS:

This is a non-supervisory position. General job function is to efficiently and effectively perform maintenance operations; including operating machinery and performing maintenance tasks  
Must arrive at work on time and maintain a regular and reliable level of attendance

### PRIMARY RESPONSIBILITIES:

- Performs maintenance of city park facilities, such as manual mowing, digging, filling, clearing brush and debris, seeding, fertilizing, etc
- Field assignment may include ball field maintenance and field striping
- Ability to work alone maintaining and policing all activities at the park facilities
- Ability to perform mowing operations with wide area, zero turn rotary, or reel type mowing equipment
- Ability to mechanically or manually distribute infield materials on baseball infields
- Participates in the maintenance and repair/replacement of facility equipment, such as playground equipment, concessions, restrooms, picnic equipment, etc
- Participates in the operation of heavy and/or light equipment, weed boat harvester, reel mowers, edger, field maintenance equipment, paint striping machines, topdressing applicators, etc
- Participates in the operation of light and/or heavy vehicles, such as pickups, light dump trucks, etc.
- Participates in performing proper preventative maintenance on all vehicles, equipment and machinery
- Performs maintenance in a safe manner and attends scheduled safety meetings

### OTHER IMPORTANT JOB FUNCTIONS:

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee may perform other related duties as assigned. Maintenance Workers may be assigned to work at various City facilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the safe and proper operation of equipment including safety standards to prevent hazards
- Knowledge of the safe and proper operation of motor vehicles
- Sufficient skills to service and make minor repairs on equipment
- Ability to communicate well, both orally and in writing

WORKING ENVIRONMENT:

- Extreme heat. Primarily outdoor work in summer months
- Occasionally exposed to dusty, damp, windy, and/or humid conditions

COMMUNICATION SKILLS REQUIRED:

- Ability to deal with the general public, vendors and fellow employees efficiently and effectively

COGNITIVE SKILLS REQUIRED:

- Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent; experience in maintenance work desirable; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

CONDITIONS OF EMPLOYMENT:

Employees must have and maintain a satisfactory driving record. Employment is seasonal/temporary.

CERTIFICATES AND LICENSES REQUIRED:

Employees must have and maintain a valid Wisconsin Motor Vehicle License

***To apply for employment with the City of Portage:***

***Applications are available***

**Website: [www.portagewi.gov](http://www.portagewi.gov)**

**To be considered for employment, an application must be submitted.**

**Email application for open positions to: [toby.monogue@portagewi.gov](mailto:toby.monogue@portagewi.gov)**

**or drop off at the Portage Park and Recreation Office.**

**Phone information: 608-742-2178**

Revised: 3/2017  
2/2019  
3/2020