

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant

Work Phone: N/A
2. Class Title (i.e. payroll title):
Parks Worker
3. Working Title (if any):
N/A
4. Name & Class of First-Line Supervisor:
Parks General Supervisor
Work Phone:
5. Department, Division & Section:
Public Works Department, Parks Division-Parks Maintenance
6. Work Address:
Varies per season:
1402 Wingra Creek Parkway
4602 Sycamore Avenue
1902 Freeport Road
1 Speedway Road
7. Hours/Week: 24-40, varies by season
Start time: 4:00 AM to 10:00 AM End time: 12:00 PM to 6:00 PM

Start and End time will vary per season.
8. Date of hire in this position:
N/A
9. From approximately what date has employee performed the work currently assigned:
N/A

10. Position Summary:

This is routine entry-level, manual work in the performance of varied public works maintenance and construction activities within the Parks Division. Work includes laboring tasks, equipment operation, the use of hand and power tools for grounds and building maintenance work, the routine maintenance of tools and equipment, and related cleaning and maintenance of Parks facilities. Work is performed independently or as part of a team and is directed and reviewed by a leadworker or designated supervisor for conformance with established procedures and/or objectives. This position may at times be responsible for overseeing and leading the work of a small group of seasonal laborers.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
80% A. Grounds and Buildings Maintenance
 1. Mowing parks, greenways, cemetery and boulevards using various mowers & string trimmers
 2. Establish & maintain ice skating rinks including installing and removing hockey boards and daily clearing and flooding
 3. Remove snow and ice from paths, sidewalks, parking lots, bus stops etc.
 4. Remove trash from parks, boulevards and assigned routes including picking trash and emptying barrels
 5. Prune and assist with removal of trees and shrubs using chainsaws and various hand tools.

6. Leaf clean-up and mulching in the fall and spring
7. Perform regular maintenance of tree and shrub, perennial and annual flower beds, including planting, weeding, watering, mulching, deadheading, pruning and seasonal change-outs
8. Perform regular playground maintenance: to include removal of litter & graffiti, raking & redistributing loose fill surfacing evenly, performing visual inspections, reporting issues to supervisor or leadworker
9. Athletic field maintenance as required
10. Clean and stock restrooms and shelters as assigned
11. Perform restoration tasks of natural areas

10% B. Maintenance of equipment, facilities and work space

1. Preventative maintenance of mowers including blade sharpening, greasing, oil changes, power washing, etc.
2. Maintain clean and safe work area in the field as well as shop, work and common areas of maintenance facilities.
3. Clean equipment and vehicles as needed
4. Transport equipment and vehicles for use, maintenance, storage, etc.
5. Report damages and/or repairs to Supervisor or mechanic as appropriate.

10% C. Other Duties

1. While performing assigned work, employee shall report any maintenance or safety related issues to their leadworker or supervisor in a timely fashion including any parks amenities and facilities. (ex. Playgrounds, beaches, volleyball courts, basketball courts, shelters etc)
2. When assigned, perform maintenance tasks in the following areas: golf course, mall/concourse, cemetery, conservation parks, general parks, forestry and botanical gardens
3. Maintain picnic tables, benches and hockey boards
4. Drive tractor and hay wagon for fall hayrides and special events
5. Set-up and preparation for special events within parks
6. Maintain appropriate records as assigned (ie. Playground inspections)
7. Oversee the work of assigned seasonal employees as required.
8. Perform other related work as required

12. Primary knowledge, skills and abilities required:

Knowledge of the types and uses of common hand and power tools and equipment used in related public works maintenance and grounds care work. Knowledge of related plant/lawn care principles. Ability to perform heavy manual and semi-skilled tasks incorporating strenuous physical activity for extended periods of time often under adverse weather and environmental conditions. Ability to understand and follow oral and written directions and maintain required records. Ability to work independently within established guidelines and without close supervision. Ability to develop and maintain effective working relationships including tactful and courteous interactions with the general public. Ability to work successfully with multi-cultural communities. Ability to communicate effectively both orally and in writing. Ability to operate a motor vehicle and related maintenance equipment. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None.

14. Required licenses and/or registration:

Valid Wisconsin Class D Driver's License

15. Physical requirements:

Employees in this position must be able to lift/carry objects weighing up to 50 pounds and must be capable of lifting heavier objects with another employee. This position requires a high percentage of work outdoors in all types of weather while walking and standing. In addition, employees must be able to frequently bend, twist, squat, climb and reach for extended periods of time.

16. Supervision received (level and type):

Reports directly to the Public Works Leadworker, Public Works Foreperson, and the General Parks Supervisor.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.