

JOB DESCRIPTION



SUMMER WORKER – PARKS PUBLIC WORKS & UTILITIES

PURPOSE:

The purpose of the Summer – Parks position is to assist in maintaining parks and other public works in the Village of Hortonville.

AUTHORITY:

The Summer – Parks employee has the authority to perform such duties as required for the efficient administration of the Village parks and other public facilities. This employee is directly responsible to the Public Works Superintendent.

MINIMUM QUALIFICATIONS:

- Village residency preferred.
- Valid Wisconsin driver's license.
- Must be a high school student, preferably a graduating senior enrolled full-time in college, or a continuing full-time undergraduate college student.

NATURE OF WORK:

This is a twelve (12) week (plus or minus) hourly summer position responsible for all aspects of park maintenance duties as well as minor repairs on all municipal buildings, perform routine street maintenance and assist in the operation and maintenance of the municipal water and sewer system. Position will further carry out all other assignments/tasks as required.

JOB FUNCTIONS:

1. Clean park facilities, mow, and maintain ball fields in all municipal parks.
2. Perform mowing, trimming and any other aspects of arbor culture.
3. Clean and maintain all Village-owned grounds and facilities.
4. Assist in the maintenance/repair of municipal buildings as needed.
5. Assist in the maintenance of all Village streets, parking lots and sidewalks.
6. Assist in the operation and maintenance of the water and sewer utility.
7. Operate a variety of equipment (i.e. trucks, tractors, etc.) utilized for road and street maintenance.
8. Any and all other duties as assigned by the Public Works Superintendent.

REQUIREMENTS (KNOWLEDGE/SKILLS/ABILITIES):

1. Knowledge of forestry and lawn care techniques and related common forestry and lawn maintenance equipment.

2. Ability to read and understand work instructions, plans, schedules, maps, warning signs and instruction manuals for equipment operation.
3. Establish and maintain working relationships, and communicate effectively, with supervisors, co-workers, other Village personnel, buildings/grounds users, and the public.
4. Must be dependable and able to work in a fast paced environment.

PHYSICAL DEMANDS:

- Material handling up to 60 lbs. and pushing/pulling up to 100 lbs.
- Stand, walk, or sit for long periods of time.
- Work with arms extended.
- Use hands/fingers to manipulate tools, levers, and steering wheels in a coordinated manner.
- Maintain balance while climbing in and out, or on and off, equipment cabs and vehicles.

ENVIRONMENTAL CONDITIONS:

- Performing job duties under adverse weather conditions, including extremes of temperature, sun, wind, precipitation, or acts of God.
- Operating equipment.
- Extremes of noise or vibration.
- Hazardous materials, including skin or lung irritants, odors, toxic fumes, chemicals, electrical radiation, or other dangerous materials.

NON-DISCRIMINATION POLICY:

The Village of Hortonville is an Equal Opportunity Employer. In addition, the Village does not discriminate on the basis of physical or mental disabilities as applied to all employee categories and all phases of employment, including recruitment, selection, promotion, demotion, training, discipline, termination, lay-off, benefits, and salary administration.

February 5, 2020