

TOWN OF BROOKFIELD

Position: Parks Maintenance/Laborer I **Classification:** Non-Exempt
Department: Park & Recreation
Employment Status: Part-Time **Responsible To:** Parks Director

Purpose

The purpose of this position is to provide seasonal staffing for the Parks and Recreation Department.

Approximately May 1 – September 1: 30-40 hours per week (includes mandatory work on July 3-4); start and end dates can be modified

Essential Duties

1. Assist in maintaining and repairing Town property under the direction of the Park Director or designee.
2. Operate most motorized and non-motorized equipment to properly maintain and repair Town property. This includes, but is not limited to, operation of trucks with GVW of less than 25,000 pounds, hand, and riding grass mowers, tractors.
3. Assist in park maintenance, and all other maintenance and repairs as directed. Such assistance includes, but is not limited to, shoveling snow, installing various pieces of equipment, brush work, cut weeds and grass, cleaning, painting, structural, functional and cosmetic repairs of all Town facilities.
4. Keep accurate activity and maintenance records of all work performed on Town buildings and facilities.
5. Perform all other general maintenance as directed including refuse collection and restroom maintenance.
6. Set up and maintenance of sports fields.
7. Pruning and planting trees and maintenance of turfgrass.
8. Perform all other functions in relation to the operation of the Parks and Recreation as directed by the Department Director or Town Administrator.

General Description. The individual in this position works under the supervision of the Parks and Recreation Director. Due to the seasonal nature of services provided through the Parks and Recreation Department, this position may be responsible to the Parks and Recreation Director through the months of May through September. Major responsibilities include maintenance of parks, and town buildings. The individual also operates most pieces of equipment, providing

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routine checking and minor maintenance thereof. The individual serving in this position may be assigned tasks which require independent performance, may be assigned to work with other employees independent of direct supervision; may be assigned tasks with direct, close supervision of the Department Director or person-in-charge; reports to appropriate Department Director or charge person for assignments and keeps said individual(s) apprised of work status. This position is ultimately responsible to the Town Administrator.

Essential Knowledge, Skills and Abilities. Some knowledge of the operation, maintenance and minor repairs of most equipment, vehicles and building repairs. Must have functional knowledge of minor repair and maintenance of gasoline engines. Some functional knowledge of the use and application of concrete, wood, steel and other building and construction materials. Functional knowledge of safe use of tools used in the performance of engine maintenance and building construction and repair. Must be able to work cooperatively with the public and fellow employees. Ability to lift a minimum of 50 pounds. Have good judgement and be of good integrity.

Required Qualifications.

1. Valid state driver's license

Desirable Qualifications.

Education and Experience:

1. Some experience in the use of various building and maintenance materials
2. Experience working with building and construction tools and materials
3. A minimum of a high school diploma or GED

Necessary Knowledge, Skills and Abilities:

1. Some knowledge in minor maintenance of small engines
2. Ability to communicate effectively, orally and in writing, and to maintain effective working relationships with personnel, other town staff and general public; ability to complete work logs on a daily basis
3. Knowledge of sports fields and facilities
4. Commercial Pesticide Applicators license desirable

Town Board Approved:

Tom Hagie, Town Administrator