



CITY OF WAUKEE
invites applications for the position of:

Seasonal Parks Laborer

SALARY:	\$13.00 - \$14.00 Hourly
DEPARTMENT:	Parks & Recreation
OPENING DATE:	01/04/21
CLOSING DATE:	Continuous

JOB PURPOSE:

The Parks Laborer assists the Full Time staff in development, operation and maintenance of parkland, park facilities and bike trails.

**Seasonal staff will rotate being on-call for weekend coverage,
handling facility cleaning and maintenance as needed.**

ESSENTIAL FUNCTIONS & SUCCESS FACTORS:

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(Order of Essential Functions does not indicate importance of functions.)

- Assists in maintenance and repair of park facilities including mowing, cutting of brush and trimming of trees, landscape maintenance, watering, weed eating, and trash pick-up.
- Performs routine maintenance on buildings, restrooms, structures, and grounds including cleaning and sanitizing restrooms, painting, shingling, weatherizing and other miscellaneous repairs and maintenance.
- Participates in park construction and maintenance activities as required.
- Keeps equipment, shop and storage areas clean and well-maintained.
- Reports any damaged or broken safety or mechanical equipment or vandalism to the appropriate supervisor.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Create and participate in a team environment.
- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Display willingness to listen and learn.
- Show initiative to seek other work upon completion of a task.
- Perform work in a safe manner complying with all applicable safety rules, regulations and procedures while protecting self and all others from injury.
- Work efficiently and safely with little direct supervision.

- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Uphold the Waukeee Parks & Recreation Mission Statement with integrity and professionalism.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed meets those standards.

QUALIFICATIONS:

- High school diploma or GED preferred.
- Must be 18 years of age.
- Must possess a valid Iowa Driver's License and meets the requirements of the City's motor vehicle policy.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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- Able to lift, carry, push and pull up to 50 pounds and frequently lift and/or move more than 100 pounds.
- Able to spend the majority of work related time outdoors.
- Able to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, vendors and the community.

WORKING CONDITIONS:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- During summer months outside temperatures can be over 100 degrees for entire scheduled work day.
- During different job duties the noise inside or outside can become very loud
- May be exposed daily to odors, dusts and gasses that may be uncomfortable or hazardous if proper procedures are not followed.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Standard work hours will be Monday – Friday 7:00 AM – 3:30 PM with additional evening or weekend hours as required.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukeee Public Works Building.
- There is no residency requirement for this position.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.waukeee.org/>

Position #00078
 SEASONAL PARKS LABORER
 TC

236 W. Hickman Rd
 Waukeee, IA 50263

HR@Waukeee.org

Seasonal Parks Laborer Supplemental Questionnaire

* 1. What is your highest level of education?

- ☐ High School Diploma or GED
- ☐ Associates Degree
- ☐ Technical Certification
- ☐ Some College
- ☐ Bachelors Degree
- ☐ Masters Degree

* 2. Do you currently possess a valid drivers license?

- ☐ Yes
- ☐ No

* Required Question