

City of Waukee

Parks Laborer

SALARY	\$27.03 - \$35.57 Hourly	LOCATION	Waukee, IA
JOB TYPE	Full-Time	JOB NUMBER	September 2023
DEPARTMENT	Parks & Recreation	OPENING DATE	09/11/2023
CLOSING DATE	10/02/2023 4:00 PM Central		

JOB PURPOSE

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

ESSENTIAL FUNCTIONS:

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

- Assists in maintenance and repair of park facilities; operates backhoe, grader, end loader, mowers, boom truck, dump trucks, and other department equipment; performs mowing, cutting of brush. Landscape maintenance, watering, weed eating and trash pick-up.
- Performs routine cleaning and sanitizing restrooms, and other miscellaneous repairs and maintenance.
- Participates in 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.
- Assists with snow removal at City locations as assigned.
- Responds to emergency and on-call situations in a timely fashion.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Anticipate and take action in solving problems while using judgment and a systematic approach to decision making.
- Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Show initiative to seek other work upon completion of a task.

- Actively support all efforts to increase cooperation, communication, and collaboration between and among departments, staff members and the community.
- Create and participate in a team environment.
- Relate to routine operations in a manner that is consistent with existing solutions to problems; to conform to established policies and procedures.
- Uphold the Waukee 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.
- Two years' experience in a related field preferred.
- Must possess a valid Iowa Driver's License and meet the requirements of the City motor vehicle policy.

PHYSICAL REQUIREMENTS:

- Able to regularly 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 walk and stand for long periods of time on different surfaces including walkways, trails, stairs, and undeveloped areas.
- Able to climb different types of ladders and stairs.
- Must be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, businesses, and community members.

WORKING CONDITIONS:

- Standard work hours will be Monday - Friday, 7:00 AM - 3:30 PM.
- Subject to on-call duties.
- Willing to work long hours if necessary to meet the expectations of the job description.
- During summer months outside temperatures can be over 100 degrees for an entire scheduled workday.
- During winter months outside temperatures can be below zero for entire scheduled workday.
- May be exposed daily to odors, dusts and gasses that may be uncomfortable or hazardous if proper procedures are not followed.

- The employee in this position is required to reside within a 30-minute radius of the City limits due to the need to respond to emergency calls in a timely manner to protect the health, safety and welfare of the citizens of Waukee.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukee Public Works Building.