

## Position Analysis

**1. Name:**

**2. Title of Position:** Seasonal Parks Laborer (Short-term)

**3. Name of Agency:** Town of Greenville

**4. Brief description of agency mission:** Administration and carrying out of government affairs in a democratic, efficient and effective manner for the well-being and protection of the residents of Greenville.

**5. Summary of duties and responsibilities of position related to a) agency mission, b) data, c) people and d) things.** To insure the well-being and protection of Town residents, the Seasonal Parks Laborer (Short-term) will carry out the following tasks under the direction of the Public Works Foreman.

- Operates equipment such as trucks, mowers, string trimmers, blowers, etc.
- Performs equipment maintenance such as greasing, cleaning and sharpening blades.
- Performs facility maintenance such as minor carpentry and plumbing, and painting.
- Performs grounds maintenance such as mowing, litter pickup, raking, watering and planting landscape plants.
- Performs janitorial duties at park restrooms and buildings.
- Performs set up and take down of recreational programs.
- Performs various Public Works duties when needed.
- This is a 40 hour per week position with a maximum of 600 hours for the season. Some weekend and evening hours are required.

These duties are not to be construed as exclusive or all-inclusive, and other duties may be required or assigned.

**6. Description of Tasks**

<b>Task</b>	<b>% of Time Spent (approx.)</b>	<b>Importance of Task (Essential, Important or Supportive)</b>
a. Maintenance of Town parks, trails, facilities and public lands	70%	Essential
b. Operation and routine maintenance of Town equipment.	20%	Essential
c. Facility and equipment preparation for recreation programs.	5%	Supportive
d. Assist other departments where needed.	5%	Supportive

**7. Relation to other jobs**

a) **Transfers:**

b) **Promotions:**

**From:** Seasonal Parks Laborer

**To:** Streets & Parks Maintenance Worker

c) **Supervision received:** Public Works Foreman

d) **Supervision given:**

**8. Required Knowledge, Skill, and Ability**

<b>Skills</b>	<b>Need Immediately</b>	<b>Can Acquire Through Post-entry Training</b>
a. Knowledge of the use of hand and power tools.	X	
b. Knowledge and ability to operate lawn mowing and parks maintenance equipment.		X
c. Knowledge and ability to perform routine maintenance of lawn mowing equipment.		X
d. Ability to follow oral and written instructions.	X	
e. Ability to work with limited supervision.	X	
f. Ability to demonstrate safe work practices.	X	
g. Ability to lift 50 pounds above shoulder height.	X	
h. Ability to work off of ladders, roofs, etc.	X	
i. Must be self-motivated and responsible.	X	

- j. Ability to communicate effectively and respectfully with other employees, supervisors and the public. X

**9. Worker Traits**

- a) **Aptitudes:** Must be able to work well with people. Good verbal communication skills are required. Needs good judgment when dealing with sensitive issues related to Town activities. Must work to complete Town projects in an efficient and timely manner.
- b) **Temperaments:** Flexibility to accept broad range of job assignments. Also, flexibility to change scope of work without question.
- c) **Physical Requirements:** Must have the physical ability to undertake all tasks related to the duties of this position. Must be able to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting heavy amounts, carrying, pushing and pulling.
- d) **Licenses and Certificates required:** Valid Wisconsin Driver’s License.
- e) **Experience required:** Must be at least eighteen years of age.

**10. Traits, skill, knowledge and ability necessary for career advancement:** Desire to improve knowledge in field of Parks, Recreation and Forestry by attendance at job-related seminars, workshops and conferences. Conscientious performance of all job responsibilities.

**11. General Comments:** Must have ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical currents, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury. Must have the ability to work outdoors in all Wisconsin weather.

Must provide own steel toed shoes.

The Town of Greenville is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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**Employee’s Signature                      Date                      Supervisor’s Signature                      Date**