

# JOB DESCRIPTION



JOB INFORMATION			
<i>Job Title:</i>	PT Seasonal Aide	<i>Civil Service:</i>	No
<i>Department:</i>	Parks & Recreation	<i>Bargaining Unit:</i>	N/A
<i>Reports to Position:</i>	Parks Supervisor	<i>Pay Grade:</i>	N/A
<i>Location:</i>	Parks Locations	<i>Overtime Status:</i>	Hourly
<i>Effect. Date:</i>	04/03/03	<i>FLSA Status:</i>	Non-Exempt

**JOB SUMMARY**

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

This is a maintenance position within the Parks and Recreation Department. Work involves the maintenance and care of parks, playgrounds, cemeteries, and related areas

- ESSENTIAL JOB DUTIES/WORK PERFORMED**
- List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*
- Performs building, special ground, horticulture, and general maintenance including mowing, trimming, weeding, and irrigation; caring for plants and trees; maintaining ice rinks, baseball and softball fields, public shelters and related structures.
  - Performs general maintenance activities in and around city facilities such as the cemetery, City Hall, the Library, and the Marion Triangle.
  - Operates a variety of equipment including mowers, sprayers, leaf mulchers, and motor vehicles.
  - Assists in snow shoveling and blowing as necessary.
  - Performs related work as required.

- REQUIRED KNOWLEDGE AND SKILLS**
- List key dimensions (measurements for success) for this position:*
- Ability to understand oral and written instructions.
  - Ability to maintain and care for the city's equipment.
  - Ability to establish and maintain effective working relationships with fellow employees and the general public.
  - Physical strength and ability to work outdoors under occasional adverse weather conditions.
  - Knowledge of occupational hazards and the necessary safety precautions.

- ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**
- List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:*
- Ability to perform a variety of physical labor activities as needed including using a variety of hand and power tools, stooping, bending and climbing.
  - Ability to lift up to 75 pounds at one time and ability for repetitive lifting of up to 50 pounds.
  - Ability to shovel snow and occasionally shovel dirt in assisting in digging graves.
  - Ability to climb using ladders to perform various duties, including but not limited to, trimming trees, checking ceilings, roofs, etc.
  - Ability to work long hours outdoors, occasionally under adverse weather conditions.
  - Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas.
  - Ability to walk long distances for mowing and trimming.
  - Ability to bend to operate equipment and maintain grass and flowers.
  - Ability to operate all department power equipment including driving all trucks.
  - Ability to operate all trucks.
  - Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens

encountered during work.

## QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Completion of the tenth grade.
- Valid Iowa Operator's License.
- High school diploma desirable.

## WORKING CONDITIONS

List working conditions for this position:

- Works outdoors and may be exposed to adverse weather
- Scheduled hours may change based on staffing needs and workload

## REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical