

**VILLAGE OF MINSTER  
POSITION DESCRIPTION**

Class Title: Seasonal Worker  
Department: Recreation  
Date: January 25, 2017

Job Code Number:  
Grade Number:  
Location:

**GENERAL PURPOSE**

Helps to maintain and operate parks, playgrounds, and recreational facilities, and other community facilities.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Recreation Director and Public Works Superintendent.

**SUPERVISION EXERCISED:**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assures all parks are maintained at a high level of expectation in a manner in which they are properly groomed, cleaned and available for public use.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs seasonal job duties such as picking up leaves, brush and compost materials, sweeping streets, mowing road ditches and emptying spreader.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment

Performs all duties in conformance to appropriate safety and security standards.

Performs related duties as assigned.

**PERIPHERAL DUTIES:**

Inspects and ensures that equipment and tools are in proper working order.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Any equivalent combination of education and experience.

## **SPECIAL REQUIREMENTS:**

Ability to meet the following special requirements within a specified time limit:

- (A) Valid State Driver's License - required at time of hire.
- (B) Commercial Driver's License Preferred

## **TOOLS AND EQUIPMENT USED:**

Specialized field maintenance equipment.

Skill in use of lawn care equipment, including mowers, trimmers, tractors, chain saws, etc.

Skill in use of hand tools and power tools.

\*Employee may be required to use a piece of equipment that is not listed above.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to smell, talk and hear. The employee is frequently required to walk; sit; climb or balance; stoop; kneel, crouch, crawl; and stand. The employee is occasionally required to work on his/her backside, knees or any other position to accomplish the task at hand.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. The employee may also be required to lift objects overhead, work with hazardous materials and enter into enclosed areas. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works outside in severe weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority