



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Laborer - Seasonal <b>Job Class:</b> 4250, 3705		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> Local 1616		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Assist in the maintenance of playgrounds, athletic fields and courts and perform the general and manual labor duties required for the operation and maintenance of these areas.		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Planting, cultivating and trimming trees and shrubs.
2. Replacing sod and planting of seed on lawns. Repairing of fences, playground apparatus, equipment and shelter houses.
3. Drive truck and operate other equipment as needed.
4. Repair asphalt surfaces and walks.
5. Issue permits, make records, reports and requisitions.
6. Pack and deliver recreation supplies.
7. Actively supports the MPS Strategic Plan.
8. Performs other duties as assigned.

<b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)  Custodian in Charge
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<b>SUPERVISION EXERCISED:</b> (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.
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None

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

High School Diploma or GED and possession of a valid State of Wisconsin Drivers license is desirable.

**Experience Requirements**

Experience working with equipment used to complete minor construction and landscaping.

**Knowledge, Skills, and Abilities**

Ability to follow both written and oral instructions. Must have general knowledge of buildings and grounds.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Outdoors

**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 with or without reasonable accommodation.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**