



**POSITION DESCRIPTION
 MILWAUKEE PUBLIC SCHOOLS DIVISION OF RECREATION AND COMMUNITY SERVICES**

JOB TITLE: Seasonal Small Engine Mechanic/Groundskeeper	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Recreation Facilities	JOB CODE: 4250
STARTING HOURLY RATE:	HOURS: Up to 40 hours per week
POSITION SUMMARY/PURPOSE: Provide basic small engine maintenance and upkeep to outdoor recreation facilities in the City of Milwaukee.	

POSITION OVERVIEW:

- Adjust and repair a variety of small engine equipment.
- Maintain small mowers, small tractors, and trailers.
- Athletic field maintenance; fertilizing, aerating and tree pruning.
- Athletic field and court preparation; grass cutting and trimming, field layout and line marking.
- Maintain records and prepares reports of maintenance and repairs performed on equipment.
- Daily inspection and cleaning of recreation site field houses and grounds.
- Inspection and minor repair to tot lot equipment, bleacher and player bench boards, tennis nets, wind screens and game cabinets.
- Operation of various lawn and garden equipment and small trucks.
- Other related duties as assigned.

SUPERVISION RECEIVED:

Reports to the Recreation Facilities Supervisor

JOB REQUIREMENTS:

- At least 18 years of age or a high school graduate at time of application.
- Good physical condition. Seasonal Groundskeepers must be able to lift more than 50 pounds for long periods of time.
- Candidates must possess a valid State of Wisconsin motor vehicle operations license at time of appointment and throughout employment. Candidates must have a good driving record. Driving records will be checked prior to job offer. Persons hired by the Milwaukee Public Schools must have an insured personal vehicle for use on the job. Car allowance is provided.
- Candidates must pass a pre-employment drug test.
- Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if those tests were required by the U.S. Department of Transportation.

PREFERRED EXPERIENCE:

- Experience maintaining and repairing small engines and operating lawn equipment including mowers and trimmers.
- Ability to drive trucks with trailers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read and interpret maintenance and repair manuals. Knowledge of basic math.
- Ability to follow oral and written instructions and work independently.
- Ability to maintain outdoor athletic fields and work from ladders, and elevated positions.
- Ability to transfer objects weighing 50 pounds or more.
- Ability to drive and operate vehicles including dump trucks, tractors, and pickup trucks.

WORKING ENVIRONMENT:

This is a highly physical job, primarily working outdoors during the spring and summer months.

Equal Opportunity

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.