

**CITY OF GROTON
POSITION DESCRIPTION
SEASONAL LABORER, PARKS AND RECREATION**

Position Title: Seasonal Laborer, Parks and Recreation
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
Contract: United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union
Approved By: Mayor and Council and 9411-00 Public Works Union
Approval Date: June 28, 2010

SUMMARY

The Seasonal Laborer, under the direct supervision of the Director of Parks and Recreation, performs a variety of moderate to heavy diversified tasks related to the general maintenance and repair of City parks, beaches, grounds and buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the grooming and mowing of fields, parklets and parks.
2. Assists in the repairs and maintenance on athletic facilities.
3. Fabricates and repairs buildings, shelters, dugouts, scorer's booths, stonewalls, signs, benches and picnic tables.
4. Safely operates weed-whacker, lawn mower, truck, liner and other equipment necessary to maintain the facilities.
5. Performs painting work.
6. Provides janitorial services in all restrooms, meeting houses and beach houses.
7. Assists in the preparation of athletic fields and lines-out ball fields for play.
8. Follows all safety rules and assists in maintaining a safe environment for members of the public who visit the City's parks, beaches and grounds.
9. Presents a courteous and professional image as a representative of the City.
10. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable in the general use of groundskeeping tools and equipment.

Knowledge of the City of Groton boundaries and the geography of the parks and facilities areas.

Ability to understand and follow verbal and written instructions.

Ability to read and interpret safety rules, operating and maintenance instructions and procedure manuals.

Ability to effectively communicate verbally and in writing.

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EDUCATION/TRAINING/EXPERIENCE

Must be 18 years of age when applying for position.

High school diploma or equivalent.

Experience in landscaping, plowing, shoveling and general maintenance work.

A minimum of one (1) year experience as a laborer preferred.

CERTIFICATIONS

Must possess and maintain a valid driver's license as a condition of employment and be able to safely operate a motor vehicle.

PHYSICAL DEMANDS

While performing the duties of this position, the employee may be required to stand, walk, sit, use hands and fingers, reach with hands and arms, balance, stoop, kneel or crouch. The employee must be able to climb ladders and work in confined spaces. The employee must occasionally lift and remove objects weighing up to fifty (50) pounds.

WORK ENVIRONMENT

While performing these duties, the employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate. While performing the duties of the position, the employee will be required to use safety equipment including safety vests, steel toe safety shoes, eye and hearing protection.

Seasonal laborers in the Parks and Recreation Department, requiring the observance of normal working hours but who only work during certain months or seasons of the year, shall be limited to a total of one hundred twenty (120) days employment in a calendar year. The one hundred twenty (120) days of employment includes Saturdays, Sundays and holidays in the computation of the one hundred twenty (120) days.

I have read and understand my position description.

EMPLOYEE'S NAME

DATE