

Seasonal Laborer

SUMMARY:

Under the supervision of the Parks Foreman and Parks Director, performs routine maintenance and developmental tasks within a particular park or cemetery site. Duties may include Parks Laborer, Cemetery Laborer, Downtown Laborer or Park Ranger. Typical work week includes some weekend or holiday duty assignments.

LENGTH OF EMPLOYMENT PERIOD:

Employment is seasonal part or full time for a period up to 200 days from late April to Mid-October. A specific work schedule will be established and will require some weekend and holiday work.

CONDUCT:

Conduct, both inside and outside the parks, should convey a favorable impression to the public and never reflect negatively upon the City of St. Joseph. Must be a professional representative of City of St. Joseph at all times.

DRESS AND PERSONAL APPEARANCE:

While on duty, all park personnel will maintain neat personal attire, professional appearance and practice good personal hygiene. No cutoffs, shorts, skirts, halter or tank tops will be permitted while on duty. You are required to supply and wear work boots and long pants when performing duties. Clothing displaying drugs, alcohol, foul language or political opinions are unacceptable.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

- Performs janitorial operation on rental facilities, comfort stations, picnic pavilions and other structures, satisfying standards of cleanliness and sanitation.
- Establishes and maintains effective working relationships and communications with others including City staff and members of the public.
- Works non-traditional shifts including day, afternoon, and midnight along with weekends and holidays. Typical work week is Monday through Friday 7:30am to 4:00pm.
- Trims grass around trees, posts and other obstructions. Mows turf areas using walk behind mowers.
- Picks up ground litter. Empties trash containers.
- Cleans and performs basic preventive maintenance on vehicles and other motorized equipment.
- Performs minor repairs to fences, signs, picnic tables and other facilities and equipment.
- Loads, transports, unloads and handles park operational supplies and equipment.
- Monitors behavior of park visitors. Immediately notifies supervisor of graffiti, vandalism or other unresolved issues.
- Greets visitors and provides information pertaining to park use, safety requirements and area points of interest.
- May assist in the repair or construction of park buildings and other structures.
- Maintains confidentiality on sensitive issues and nonpublic records.
- Performs other duties as assigned by the full-time Parks staff.

REQUIRED MINIMAL QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma, GED or currently enrolled in High School. A minimum of 16 years of age is required at the time of employment.
- Previous customer service and custodial experience, or experience in a related field is preferred for this position.
- Ability to deal tactfully with the public and co-workers as well as the ability to communicate effectively.
- Ability to effectively, efficiently and safely complete assigned tasks in a timely manner.
- Availability for a flexible and intermittent work schedule and ability to work independently and take initiative when required.
- Good character with no history of serious criminal activity is required.
- A valid driver's license with an acceptable motor vehicle record allowing insurability by the City of St. Joseph's current vehicle insurance carrier.
- Ability to work in all outside weather conditions; wet and/or humid conditions, extreme cold (below 32 F degrees) and extreme heat (above 90 F degrees). Ability to work around various outdoor contaminants, such as pesticides and plant allergens.
- General good health and ability to perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.
- Experience in the use of small engine equipment is preferred. Examples include, but are not limited to, grass trimmers, backpack blowers, walk-behind mowers, etc.

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