

Portage Parks and Recreation

Job Description

The Portage Parks System

Portage Parks is made up of fourteen parks, ranging in size from 0.5 to 256 acres, with a total acreage of 612 acres including 10 miles of trails.

Title: Laborer Part Time

General Job Description:

Responsibilities include performing daily building, grounds and equipment maintenance within the park system. This position may be responsible for opening and closing as well as cleaning and maintaining of park buildings and outdoor sports facilities. Position will assist with indoor/outdoor event set ups.

Duties:

- Daily cleaning and maintenance of all buildings and grounds, shelter buildings, restroom facilities.
- Set up and tear down tables, chairs, staging, etc. associated with events
- Routine landscaping and grounds maintenance.
- Operate push mowers and riding mowers as well as UTVs, weed eaters, back pack blowers and snow blowers.
- Sporting event set ups that include field lining and striping, installing portable fencing and bases, soccer goals.
- Other duties as assigned

PROFICIENCY

Knowledge of General Department written standards and procedures: The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed.

Time management skills: The employee efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.

Motivational skills: The employee is able to elicit the desired employee behaviors in order to achieve goals and objectives in a team-oriented environment.

Inter-personal skills: The employee demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.

Problem solving: The employee has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.

Verbal communications: The employee conveys verbal information/instructions/directives in a clear, concise, and intelligible manner.

Team building skills: The employee demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.

Written communications: Written communications are accurate, concise, legible, and timely.

Work Conditions: Primarily an outdoor environment and demands include routine site visits to facilities/parks to perform setups and maintenance. Position works on average 29 hours per week.

Requirements: Possess a valid driver's license and pass a drug screening

Salary and Benefits:

Pay Range: \$7.25 – \$9.00 per hour