

CITY OF KIEL

Seasonal – Park Caretaker

Class specifications are only intended to present descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Position Title: Parks Caretaker (Seasonal)
Department: Public Works
Wage: \$13.72/hr.
Hours: Up to 30 hours/week, approximately April 1 – October 31
Deadline to apply: 4:00 PM, July 22, 2022
How to apply: Submit City of Kiel Application, letter of intent and resume or statement of qualifications to the Office of City Administrator by the deadline stated above.

DEFINITION:

Under supervision of the Public Works Foreman, a Park Caretaker performs general maintenance, repair and construction of park grounds and facilities.

DISTINGUISHING CHARACTERISTICS:

A Park Caretaker assists the Department of Public Works with carrying out assigned duties and responsibilities related to maintaining city parks and other city-owned property. A Park Caretaker works both independently and in small teams, and training and working with other seasonal employees is common.

ESSENTIAL FUNCTIONS:

Performs mowing, trimming and wood cutting services along with grounds, buildings, facilities and trails inspection, maintenance and repairs; may include but not limited to, trash clean up, painting, carpentry, sign installation, tree and shrub planting, grading ruts and holes and other landscape care.

Performs general custodial work; includes but not limited to cleaning, sweeping and mopping restroom facilities and shelters, and picnic tables.

Operates and maintains machinery and equipment, primarily chain saws and a utility tractor with mower, loader and other attachments.

Performs building or facility construction and installation.

Enforces park rules, policies and regulations.

Keeps Public Works Foreman informed of problems, incidents and needs, and makes recommendations regarding improvements or maintenance.

Regular attendance and punctuality required.

Other duties as assigned.

WORKING CONDITIONS:

Position requires sitting, standing and walking on a variety surfaces, reaching, twisting, turning kneeling, bending, grasping, climbing and making repetitive hand movement in the performance of daily duties. The nature of the work also requires the incumbent to climb ladders and work in confined spaces.

Lifting tools, equipment and supplies weighing 25 pounds or more is required.

The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants.

QUALIFICATIONS:

Education or Experience:

General grounds, building and equipment operation and maintenance with emphasis on proficient and safe use utility tractor/mower/loader use, preferably in a park or campground setting. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

License/Certificate:

Possession of a valid Wisconsin driver's license.

KNOWLEDGE/ABILITIES/SKILLS:

- Demonstrated safe and proficient operation mowers.
- Knowledge of power equipment, light machinery, tools and cleaning materials and their use.
- Knowledge of safety related to electricity, cleaning chemicals and general maintenance.
- Knowledge and familiarity with assigned parks.
- Basic carpentry and handyman knowledge.
- Ability to maintain a friendly disposition to the public and effective working relationships with staff, work crews and contractors.
- Ability to understand and effectively carry out instructions and work independently with minimal supervision.