

CITY OF SEAFORD

POSITION CLASS SPECIFICATION

CLASS TITLE: Seasonal Parks and Recreation Laborer
(Part Time/Casual Seasonal)

DEPARTMENT: PARKS

PREPARED BY: Katie Hickey, Supt. of Parks and Recreation

DATE: February 22, 2021

SUMMARY STATEMENT

The purpose of the Seasonal Parks and Recreation Laborer is to provide support to the Parks Department during the busy summer season by assisting with maintenance and upkeep of parks, right-of-ways, sports fields and other City owned facilities and lands. Employee is expected to have excellent oral and written communications with the public, elected officials, management, supervisors, and fellow employees. It is also a condition of employment the person hold a valid driver's license from the State of Delaware.

DESCRIPTION

MACHINES, EQUIPMENT, TOOLS USED:

Shovel, pick, rake, radios, motor vehicles, lawn mowers, weed eaters, zero-turn mowers, tractors, and various hand tools. This list is to establish examples, but not intended to be all inclusive of every machine to operate, piece of equipment or tools to be used.

EXAMPLE OF DUTIES:

- Receives assignments and assures materials, tools, and equipment are delivered to the work site as needed.
- Mows and trims grass.
- Trims curbs and sidewalks
- Cleans tools, equipment, materials, and work areas.
- Trims, prunes and removes trees and brush, rakes leaves and removes fallen branches and/or other objects which are hazardous to public safety.
- Plants and maintains flowers, shrubs, and other vegetation as part of the City's beautification projects.
- Assists in maintaining sports fields in the Sports Complex (i.e. spreading and leveling diamond-tex on the fields, etc.).
- Assist other departments with debris clean-up and other general labor work.
- Picks up trash in right-of-ways and Parks.
- Assist with the set-up and break-down of City organized events.

- Performs other work as assigned.
- Regular work attendance and punctuality are required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Learning the proper use, safety and maintenance procedures, and acquire knowledge in the operation of necessary equipment.
- Ability to perform manual labor work for extended periods under adverse environmental conditions.
- Ability to understand and follow oral and written instructions.
- Ability to detect and advise the Parks Coordinator or the Parks & Recreation Superintendent of malfunctions in the parks and recreations grounds and equipment.
- Ability to observe and report items which should receive maintenance regardless of department.
- Ability to cooperate and work with others as a member of a team.
- Ability to respond to public inquiries in a courteous and professional manner.
- Ability to work independently in the absence of supervision.
- Ability to fluently speak, read and write the English language.
- Able to lift and carry at least 50 pounds.
- Clarity of vision 20 ft or more, good depth perception and field of vision in order to operate various kinds of parks motorized equipment.

SAFETY REQUIREMENTS:

- Assumes safety responsibility for self, co-workers, and City equipment.
- All applicable City safety policies shall be followed.
- Proper protective gear shall be worn for all work performed.
- Housekeeping standards and equipment storage shall be maintained so as to comply with all applicable City and other safety standards.

SUPERVISION RECEIVED:

- Receives general supervision from the Parks Coordinator and at times from Superintendent of Parks & Recreation. May also occasionally receive direction from City Management.

SUPERVISION GIVEN:

- None.

EDUCATION/EXPERIENCE:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS:

- Must successfully complete a criminal and motor vehicle background check.

- Parks employees are subject to be called for special needs in the parks or recreation and are expected to respond as needed.

ADVANCEMENT:

In order to advance beyond the position of Seasonal Part-Time, the employee shall demonstrate to the satisfaction of his supervisors, competency in the areas or tasks listed above. Demonstration of competency will include performance observations by supervisors and senior technicians and may involve written, oral or practical testing. Some additional, but not limited to, requirements to advance beyond Seasonal Part-Time are listed below.

- Must have completed the above referenced Special Requirements.
- Must be punctual, dependable, and also able to work overtime as needed.
- Must work well with fellow employees, staff, and management.
- Must show the ability to work safely and follow prescribed safety practices.
- Must be able to assume call out and stand by duties in the event of snow or severe storm damage.
- Must be proficient in the operation, maintenance and troubleshooting of a lawn mower, chain saw, trimmer, and other small motorized equipment.
- The employee must have acquired their Delaware CDL Class B with Air Brake Endorsement in order to be eligible to be promoted to being a Tech I.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- **Environment:** Work in the outdoors; significant exposure to extreme cold, heat, and noise, vibration, chemicals, fumes, odors, dusts, mechanical hazards, and electrical hazards; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.
- **Physical:** Primary functions require sufficient physical ability to work in a field setting and operate assigned equipment. Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. CONSTANT exertion of force in excess of 20 pounds to move objects. FREQUENT exertion of force in excess of 50 pounds to move objects. OCCASIONAL exertion of force in excess of 100 pounds, transport materials to distances up to 200 yards with or without assistance, grasp and grip to lift and carry equipment, hand and arm strength and foot dexterity to operate automobile or light pickup.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.
- **Hearing:** Hear in the normal audio range with or without correction.