

RACINE COUNTY

PARK SEASONAL Public Works & Parks Department

Basic Function

To collect entrance fees at the park entrance gate as well as boat launch fees in envelopes. To perform manual labor assisting in the maintenance of parks. To operate several types of park machinery and equipment.

Essential Duties

- Collect park entrance fees, make change and balance daily receipts
- Provide information to the public regarding park rules, park events and boat launch fees
- Maintain a working relationship with co-workers, Manager and the public
- Maintain landscape using rotary, riding and other lawn care equipment
- Maintain restroom facilities in a clean and sanitary condition and stock facilities as needed
- Paint and/or stain structures, buildings and equipment
- Remove garbage, litter and debris from the parks
- Perform basic landscape and lawn care duties of planting trees, shrubs, grass seed, etc
- Prepare parks for picnics, camping and sport use
- Perform routine maintenance duties on public works equipment
- Drive and operate light duty trucks or other public works vehicles
- Assist in construction and repair of buildings, structures, picnic tables, etc
- Collect fees where applicable, complete paperwork timely and accurately
- Other duties as assigned

Supervision Received

Receives supervision from the Park Managers

Qualifications

- Sixteen (16) years of age or older
- Must be enrolled in full-time continuing education in the fall semester of the current year
- Available to work any day of the week, 7 a.m. and 7 p.m., including weekends and holidays, seven (7) days per week
- Available to work from Memorial Day to Labor Day
- Valid Wisconsin Driver's License
- Prompt and regular attendance

Knowledge, Skills and Abilities

- Experience working with the public
- Ability to communicate effectively both orally and in writing
- Ability to follow oral and written instructions
- Ability to perform basic mathematics and change money
- Ability to establish and maintain a working relationship with co-workers and the public
- Ability to perform moderately heavy manual labor
- Ability to drive a standard or automatic transmission vehicle
- Ability to perform equipment routine maintenance and fueling
- Ability to perform work under varying climate conditions and to perform physical tasks

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities; nor, is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.

Last date revised: 1/01; 1/04; 04/04; 6/05; 1/09; 5/09; 10/17, 1/18