

RACINE COUNTY

PARK AIDE Public Works & Parks Department

Basic Function

To assist in the maintenance of Racine County parks and to operate various types of machinery and equipment.

Essential Duties

1. Prepare parks for picnic, camping and sports use.
2. Perform basic landscape and lawn care duties, such as mowing designated areas, planting trees, shrubs, flowers, grass seed, manual weed removal, pruning, etc.
3. Clean buildings and restrooms, and stock facilities as required.
4. Operate various machinery and equipment as needed.
5. Repair, maintain, paint and/or stain park buildings, structures, signs and equipment.
6. Remove garbage, litter and debris from buildings, parking lots and grounds.
7. Perform routine preventative maintenance on public works equipment. (check and fill oil; check and grease; check tire pressure, lights, other safety checks; properly fuel and clean after it has been used, report problems, etc.)
8. Enforce and/or report ordinance violations to supervisors.
9. Collect fees where applicable, complete paperwork timely and accurately.
10. Show respect and be willing to assist the public.
11. Other duties as assigned.

Supervision Received

Receives supervision from Park Managers and/or Superintendent of Highways and Parks.

Qualifications

- High school diploma or GED.
- Eighteen (18) years of age or older.
- Experience operating machinery/equipment.
- Experience in landscape maintenance.
- Available for work from April to October.
- Available to work between 8 a.m. and 10 p.m., seven (7) days per week, including weekends and holidays.

- Valid Wisconsin driver's license.
- Prompt and regular attendance.

*Or any equivalent combination, training and experience, which provides the requisite knowledge, skills and abilities.

Knowledge, Skills & Abilities

- Understanding of how household electrical and plumbing systems work.
- Knowledge of park ordinances.
- Experience in building or landscape maintenance.
- Experience working with the public.

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- Ability to perform moderately heavy manual labor.
- Ability to drive a standard or automatic transmission vehicle.
- Ability to follow oral and written instructions.
- Ability to perform routine equipment maintenance and fueling.
- Ability to perform work under varying climate conditions and to perform physical tasks.

This description as 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 shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.

New: 2/13, 1/18