

Richland Center Parks and Recreation Department
Parks Maintenance
Position Description and Job Responsibilities

Job Requirement / Prerequisite: Workers must be 16 years of age and obtain a workers permit if needed. The entailed position is an entry-level position, which pays minimum wage, but may vary depending on job experience. Persons applying for this position need some form of knowledge and work experience in general maintenance, cleaning, use of power run equipment, and a good work ethic. Not needed but desired is First aid and CPR.

Supervision: Staff maintenance workers report to the full time Parks Maintenance Foreman, or Parks and Recreation Director.

Other Guidelines / Responsibilities include:

- Participate in preseason staff orientation / training program.
- As needed: attend weekly staff meetings and inservices that address special areas of concern or assistance to staff.
- Dress appropriately when on duty. Use of earplugs, eye protection, shoes, pants, and gloves.
- Care for all equipment, supplies, records, and facilities.
- Follow all Parks & Recreation Department policies and procedures.
- Mowing of all Parks and trimming.
- Trash pick up and removal daily.
- Daily cleaning of rest rooms, parks, and shelters.
- Upkeep on ball diamonds, and ball courts as needed.
- Park repairs done as needed.
- Painting of Park projects done as needed.
- Communicate with other employees the need for additional assistance and / or equipment.
- Carry out all additional duties that maybe assigned (Included in Parks's operation schedule – attached.)
- Payroll checks will be issued every two weeks.
- Return keys to Director before final checks are distributed.
- Do other needed job park duties as directed by the Director.
- To report sickness: if you are sick and can not report to work for your shift you must call the Parks & Grounds Foreman 647-8108, extension 2 or 604-0398