

Richland Center Buildings and Grounds 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. 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 Buildings and Grounds Lead.

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 Buildings and Grounds Department policies and procedures.
- Mowing and trimming of City Properties
- Trash pickup and 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.
- Payroll checks will be issued every two weeks.
- Return keys to Buildings and Grounds Lead before final checks are distributed.
- Other duties as directed by Buildings and Grounds Lead.
- To report sickness: if you are sick and can not report to work for your shift you must call the Buildings & Grounds Lead 647-8108, extension 2 or 604-0398.