



City of Hudson Job Description

Position Title: Streets & Parks Seasonal Maintenance
Department: Public Works
Reports To: Public Works Operations Manager
FLSA Code: Non-Exempt
Starting Pay: \$12.00/hr.

POSITION IN BRIEF: This seasonal position as a park's employee is responsible for general maintenance of park grounds, mowing, weed whipping, garbage collections, stocking restrooms, and other miscellaneous duties. This position will work up to 40 hours per week including various weekend and holiday rotations.

ESSENTIAL SKILLS AND JOB-RELATED EXPERIENCE NEEDED:

Communication

Communicate completed work and observations with the Operations Manager.

Attendance

Attendance is required when scheduled. Failure to report is grounds for dismissal. Furthermore, professional conduct in the workplace, including respectful communication and civility towards co-workers and the public

Safety

Work safely following all safety standards and wearing appropriate personal protective equipment (PPE)

ESSENTIAL TASKS ROUTINELY PERFORMED

Rounds

- Daily check and empty all trash receptacles located in the parks, pavilions, along walking trails, and in city owned parking lots.
- Posting Special Events and Reservation cards

Park Tasks

- Collect and proper disposal of litter
- Pick up fallen branches
- Check and clean areas around playgrounds, benches, and tables
- Check and fill Mutt Mitt dispensers
- Check playground equipment for damage and/or vandalism
- Clean out all rills and empty ash bins

Pavilion and Bandshell Tasks

- Sweep all dirt and debris
- Collect and proper disposal of litter
- Clean out all rills and empty ash bins
- Wipe down counters, sinks, and picnic tables
- Pressure wash Weitkamp and Prospect Park floors on Friday
- Clean out fireplace in Prospect Park

Restrooms Tasks

- Sweep all dirt and debris
- Collect and proper disposal of litter
- Empty trash receptacles
- Check and fill toilet paper roll dispensers
- General cleaning
- Fill soap dispensers

Vehicle Maintenance

- Check oil daily
- Sweep and clean trash out of cap daily
- Clean out truck box daily
- Notify Operations Manager or Mechanic of any vehicle issues
- Wash vehicles
- Report all vehicle accidents and incidents

Mowing and Trimming

- Operation of push mower in specified areas
- Operation of weed whip and trimming around all trees and objects in parks
- Operation of weed whip and trimming along boulevards and guard rails

The examples of work are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL REQUIREMENTS IN PERFORMING THE TASKS LISTED: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The performance of routine tasks requires a capacity to intermittently sit, stand, walk, climb, bend, and lift moderately heavy (25-50 lbs.) objects.

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED: Work is performed primarily in outdoor settings, in all weather conditions including temperature extremes. Work is occasionally performed in emergency and stressful situations. The employee is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles. Exposure to fuels and noise from equipment is also expected.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS LISTED: Will operate motorized vehicle, lawn mower, weed whip, tommy gate, and other handheld tools.

DATE THIS POSITION DESCRIPTION WAS LAST REVISED:

March 10, 2020