



Town of Lodi

JOB DESCRIPTION

Position Title: Summer & Seasonal
Department/Location: Town Parks
Reports To: Administrator/Clerk/Treasurer
Created: February 13, 2024

Position Summary:

Park Maintenance (LTE) position that runs between April and October and handle the most basic routine upkeep of our Town Park properties. With 14 parks and numerous boat launch areas, this position provides some of the most admired and measurable work of our Town as they handle the smaller tasks that amount to the many reasons people visit our parks and are drawn to them. This is a great starting position for those looking for an outdoor, summer job with opportunities for future advancement.

ESSENTIAL PERFORMANCE ABILITIES:

1. Perform maintenance of baseball diamonds, basketball courts, sports field areas, playground equipment, boat launch areas and facilities.
2. Perform parks maintenance such as use of basic hand tools, utility carts, trucks with trailers, cleaning, garbage pickup and disposal, beach clean-up, dog station maintenance and disposal, trail repairs, equipment operation, painting/staining, etc.
3. Perform general park aesthetics including, but not limited to trimming trees, pulling weeds, removing brush, maintaining shrubbery and flower beds throughout the parks, picking up litter, raking, spreading woodchips, cleaning grills.
4. Assists in construction projects such as the installation and or repairs of park signage, fencing, etc. as directed.
5. Conducts Park inspections, identifies and reports potential hazards/deficiencies, graffiti, etc.
6. Instructs and/or assists volunteers or other assigned personnel in proper work techniques and methods as needed.
7. Loads, unloads, and hauls materials needed to complete assigned tasks.
8. Enforces Park rules with confidence and is approachable and friendly to all park users.
9. Completes special projects as assigned.

EDUCATION AND EXPERIENCE:

Qualified applicants must be 18 years or older and have either their High School diploma or equivalent combination of education, training, and experience which provides the necessary knowledge, skills and abilities.

Experience in grounds, landscaping, yard maintenance, general construction, etc. is helpful, but we will train as needed.

LICENSES & CERTIFICATIONS:

Must have a valid Wisconsin Driver's License
CPR and Basic First Aid are desirable, but not required.

KNOWLEDGE, SKILLS & ABILITIES:

General knowledge of grounds and building maintenance.
Ability to go about all duties of this positions safely and properly.
Ability to meet scheduling and attendance requirements.
Ability to follow directions and grasp new skills.
Ability to interact and respond to citizen inquiries or guide them to the right service.
Ability to always keep a positive attitude and professional demeanor, and to address residents' and customers concerns in a helpful, courteous manner.
Ability to work both cooperatively with Park personnel and the public, as well as independently with little to no supervision through the Town Park system.
Ability to respectfully represent the Town Parks
Ability to manage time to efficiently complete the day's tasks/duties.
Knowledge of and ability to use a computer and the required software.
Ability to keep an accurate daily log of activities.
Ability to perform heavy manual labor.
Ability to use hand and power tools, leaf blowers, vacuums and other park equipment.
Ability to run/operate Town vehicle, tractors, trailers, and power equipment.
Ability to follow detailed instructions which may be oral and/or written.
Have excellent organizational skills.
Ability to work in varied weather conditions.