

FOREST COUNTY FORESTRY/PARKS DEPARTMENT

Position Description

Position Title: County Park Seasonal Worker

Reports to: Forest Administrator

FLSA Status: Non-Exempt

County Status: Part-time, Seasonal Employee (Approximately May 1st through September 15th)

Pay Grade/Pay Structure: \$10.00 per hour

I. Position Summary:

Part-time, seasonal position at the Forest County Park located at the South end of Lake Metonga, Crandon, WI, with responsibilities in the maintenance of buildings, structures and grounds and must be available to work weekends.

II. Primary Duties and Essential Responsibilities:

- Assist the public in obtaining all necessary information regarding the campground, rules and regulations, maps, brochures, etc.
- Assign camping spaces as necessary.
- Maintain grounds by mowing, picking up litter, collecting and disposing of garbage in dumpsters.
- Clean and maintain restrooms a minimum of twice per day, and more often as needed. This includes but is not limited to washing, mopping and disinfecting bathroom facilities. Make sure an adequate supply of toilet paper is available.
- Clean and maintain the fish cleaning facility daily.
- Clean and maintain the recycling area ensuring that recyclables are placed in the proper containers.
- Maintain a clean garage and work area placing tools in a secure location.
- Maintain riding lawn mowers, push mowers, trimmers and weed eaters, including fuel supplies, checking oil daily, greasing and general maintenance and up keep. Non-routine maintenance will be scheduled with the Forest Administrator for repair.
- Use proper safety equipment for the respective duty which include hearing, foot and eye protection.
- Keep boat landing, beach, dam, picnic areas, basketball, volleyball courts and playground facilities free from litter, glass or obstacles which may injure the public.
- Maintain order in the park and campground area in accordance with the County Park Ordinance.
- Inform the Park Manager of developments at the park, needed repairs, needed supplies, user problems or conflicts.
- Close the park at season's end, including general litter clean up, securing tools and equipment, storage of picnic tables and grills.
- Perform other duties as assigned or necessary to maintain a safe, clean campground and recreation area.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

III. Supervision

The Park Manager and the Forest Administrator will spot check work for completeness, accuracy, compliance with deadlines, conformance with established procedures and policies, and effective accomplishment.

IV. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk, stand and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Frequently tours sites outside of the office. Employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet.

V. Minimum Qualifications

Education: High school diploma or equivalent.

Experience: Prior experience with park maintenance is preferred.

Skills, Knowledge and Abilities: Experience in working with the public. Ability to follow complex oral and written instructions. Ability to use sound judgment, courtesy, tact and dependability. Basic knowledge and understanding of the operation of riding mowers, push mowers, and weed eaters.

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT

OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF
EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on October 8, 2013

Department Head: _____ Date: _____