



Seasonal Parks/Cemetery Maintenance Worker

POSITION SUMMARY

Under the supervision of the Parks & Recreation Supervisor. Performs general grounds maintenance work from spring cleanup, summer mowing and fall cleanup

RELEVANT DETAILS

Temporary/Seasonal, **Parks work days:** Monday – Friday 7:00am – 3:00pm. **Cemetery work days:** Monday – Friday 8:00am – 4:00pm. \$13-\$18 per hour based on qualifications.

APPLICATION PROCESS

Please Submit a completed application to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to citypers@traversecitymi.gov Position will remain open until filled.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Flower planting and maintenance.
2. General lawn clean up, leaf blowing, raking, etc.
3. Mows, trims and waters grass.
4. Responsible for safe operation of blowers, mowers, weed trimmers and various hand tools.
5. Performs a variety of cleaning and maintenance duties as required, including picking up litter and painting.
6. May assist in Cemetery with burials.
7. Assist with shrub and tree pruning and brush chipping.
8. Present a professional appearance and attitude at all times. Interact with the public in a courteous and professional manner.
9. Perform other duties as assigned by Parks & Recreation Supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age.
2. Possess & maintain a valid driver's license.
3. Experience in the operation of commercial grounds maintenance equipment preferred.
4. Skilled in the safe operation of a variety of power and hand tools.
5. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with residents, elected officials and other employees.

PHYSICAL DEMAND and WORK ENVIRONMENT

In the performance of job duties, incumbent is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, talk, hear, bend, twist, stoop, reach, pull, push, and climb stairs, ladders, into and out of vehicles and equipment all necessary in performance of daily tasks. These tasks are regular and frequent throughout the day and in completion of assignments. The employee must be able to stand and work from standing position for durations of up to four hours; must be able to operate (not drive) and be in the bucket of a bucket truck for up to 2 hours at a time at heights of up to 75 feet; must be able to operate standard shift vehicles and vehicles that require engaging simultaneous functions and operate vehicles and equipment from seated position for durations of up to 4 hours. The employee must be able to lift up to 75 pounds and to walk distances of up to 25 yards with the weight on a frequent and regular daily basis.

While performing the duties of this job, the employee regularly works in outside weather conditions in all seasons. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

Traverse City is an Equal Opportunity Employer