

# Summer Help

## Parks and Recreation Laborer

**POSITION SUMMARY:** Summer Help - Temporary - Part-Time Position

Incumbent will work five days a week, eight (8) hour work days.

Incumbents are responsible for inspecting and performing semi-skilled and skilled operations, maintenance, and repair activities in and on park and recreation facilities and equipment in the area of assignment.

Incumbents in this class may perform all of the responsibilities and duties or some of the responsibilities and duties and may be assigned to a specific area or multiple areas of responsibility.

### **AREAS OF ASSIGNMENT:**

Parks and Recreation Laborer

**WORKING RELATIONSHIPS:** Relationships with coworkers shall be guided by the following: The incumbent is cooperative and, when appropriate, assists other personal. Works to promote teamwork within the Parks operation and throughout the department in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the Parks and Recreation operation and the operation of the department in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

### **ESSENTIAL DUTIES:**

#### **LABOR ASSIGNMENT**

1. Clean up mowing obstacles
2. Mow & trim park properties
3. Service Mowers, trimmers
4. Collect trash from park containers
5. Tree trimming
6. Painting
7. Assist with cleaning shop
8. Perform other related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:** (may vary according to area of assignment)

- General mechanical and diagnosis;
- Interpreting Work Specifications;
- Reading and comprehending maps, diagrams, and regulations;
- Using hand and power tools;
- Basic Computer Operation;

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- Operation and maintenance of equipment, tools, machinery, and systems relating to the area of assignment;
- To work in varying weather conditions
- Basic mathematical calculations

**TRAINING AND EXPERIENCE** (position requirements at entry and may vary):  
High School Diploma or General Equivalency Degree (G.E.D.) and experience sufficient to successfully perform the essential duties of the job.

### **MINIMUM REQUIREMENTS:**

**All licensing and certification must be maintained upon hire.**

- At least 18 years of age;
- Valid Driver's License;
- North Dakota Class B Commercial Driver's License or a North Dakota Class A Commercial Driver's License is not required – however, license would be beneficial to the job.

### **PHYSICAL REQUIREMENTS:**

An incumbent must pass a medical exam before hire. Hazen Parks and Recreation pays for the medical exam.

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be required to work some weekends; in all weather conditions; under hazardous conditions; around operating equipment; in a noisy environment; and with the physical ability and stamina to perform strenuous physical work associated park operation. Most work will be performed outdoors.

Heavy to Moderate Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**February 20, 2008**