

**TOWN OF LEDGEVIEW
JOB DESCRIPTION
PUBLIC WORKS/PARKS SEASONAL CREW MEMBER**

TOWN OF LEDGEVIEW

Position Title: Public Works/Parks Seasonal Crew Member

Date: January 2024

Reports to: Public Works Operations Manager

Summary: Public Works/Parks Seasonal Crew Member assists full time staff with various Public Works/Parks activities from May through September. The hours worked by this position are Monday - Thursday 6:30AM - 3:30PM, Fridays 6:30AM – 10:30AM.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Mowing operations utilizing zero-turn lawnmower, trimming and landscaping
2. Building and grounds maintenance (painting, cleaning, weed control etc.)
3. Athletic field maintenance (striping fields)
4. Vehicle operation, light maintenance and cleaning
5. Utility maintenance (flush hydrants, exercise valves and catch basin repair)
6. Performs necessary road and sidewalk maintenance
7. Brush and Tree removal

QUALIFICATIONS

Minimum Education, Experience and Certification Requirements:

- A. Must be 16 years of age upon first day of employment.
- B. Graduation from a high school or GED equivalent or currently enrolled in High School.
- C. Must possess a valid State driver's license or shall have the ability to obtain one.

Additional Required Knowledge, Skills and Abilities:

- A. Ability to communicate effectively verbally and in writing; Ability to understand and carry out written and oral instructions; Ability to establish and maintain effective working relationships with employees, other departments and the public.
- B. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to work in inclement weather.

- C. Familiarity and demonstrated ability to work with and maintain hand tools and power equipment such as brush chipper, zero-turn lawnmower, line trimmer, utility vehicles, pickups, and trailers.
- D. Ability to perform duties with minimal supervision

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds with assistance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be 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.