

Job Posting

Seasonal Parks and Golf Course Maintenance Employee City of Orono

Posted: January 22, 2018

Application Deadline: Applications accepted until position is filled

Status: Summer Seasonal (6 months)

Compensation Range: \$10 - \$15 per hour depending on qualifications

This position performs a wide range of activities including mowing, raking, hauling garbage, and other tasks as assigned. After receiving work direction, works independently to complete a project in a safe, timely manner. This position is a member of the labor pool and may need to work early mornings or on weekends. The position reports to the Parks and Golf Course Supervisor. Must be 16 years of age or older and able to frequently lift/move 50 pounds. Please submit application to: Public Works, City of Orono, 2750 Kelly Parkway, Orono, MN 55356 / Phone: (952) 249-4600. Thank you for your interest in the City of Orono.



CITY OF ORONO

Position Title: Parks and Golf Course Maintenance Employee – Seasonal

Document Date: January 22, 2018

Department: Public Works

Accountable to: Parks and Golf Course Supervisor

FLSA Status: Non-exempt

Nature of Work

This position performs a wide range of activities including mowing, raking, hauling garbage, and other tasks as assigned. After receiving work direction, works independently to complete a project in a safe, timely manner. This position is a member of the labor pool and may need to work early mornings or on weekends.

Supervision Received and Exercised

This position receives supervision by the Parks and Golf Course Supervisor. This position does not supervise the work of other employees.

Examples of Work

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Mowing fairways, greens, tee boxes, and rough areas;
- Emptying garbage and recycling cans;
- General golf course maintenance;
- Inspects, maintains, and or repairs parks, beach and trails grounds, equipment and facilitates at frequent intervals to insure a safe enjoyable environment for patrons.
- Maintains records relating to inspections and maintenance activity.
- Drives a pickup truck and operates equipment of various sizes and weights in loading, hauling and unloading various equipment or materials.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to appropriate personnel; cleans equipment; may adjust, lubricate, or make small repairs to equipment while in use.

- Other duties and projects as assigned by the Supervisor or the Assistant Supervisor.
- Performs all duties in accordance with appropriate safety and security standards.
- Performs other duties and assumes other responsibilities as assigned.

Required Knowledge, Skills and Abilities

Knowledge:

- Methods and materials used in parks and golf course maintenance;
- Equipment used in carrying out parks and golf course maintenance;
- Occupational hazards and established safety practices

Skills:

- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Equipment Maintenance — Perform routine maintenance on equipment and determining when and what kind of maintenance is needed.

Abilities:

- Follow written and oral directions and work without on-site supervision and make on-site decisions related to work assignments;
- Work effectively with other employees, contractor personnel, and other outside work crews;
- Communicate tactfully with public;
- Control Precision — Able to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Multilimb Coordination — Able to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Arm-Hand Steadiness — Able to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity — Able to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Minimum Requirements

- Satisfactory results from motor vehicle records check and criminal background investigation.
- Available a portion of April to October

Desirable Qualifications

- Previous experience working in similar fields
- Available for 6 months between April and October

Physical Demands and Working Environment

See Physical and Environmental Addendum

ADDENDUM TO JOB DESCRIPTION

Physical Requirements

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Nearly Continuously
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive hand motion (such as typing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing, listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling, squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling, pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shoveling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – over 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Environment

<input type="checkbox"/>	Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
<input checked="" type="checkbox"/>	Outdoor Environment: Employees work outdoors and may not be protected from weather conditions.
<input type="checkbox"/>	Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
<input type="checkbox"/>	Extreme Heat: Temperatures above 100 degrees for more than an hour.
<input checked="" type="checkbox"/>	Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level.
<input checked="" type="checkbox"/>	Vibration: Exposure to oscillating movements of extremities or whole body.
<input checked="" type="checkbox"/>	Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in work setting.
<input checked="" type="checkbox"/>	Oils: There is air or skin exposure to oils or other cutting fluids.
<input type="checkbox"/>	Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases.
<input checked="" type="checkbox"/>	Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
<input type="checkbox"/>	Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.