CITY OF MARQUETTE
Job Description

POSITION TITLE: Parks and Recreation Laborer

REPORTS TO: Parks and Recreation Coordinator

EFFECTIVE DATE: August 10, 2020

JOB CLASS CODE: Regular Part-Time (Non-Exempt)

JOB SUMMARY

Works under the general supervision of the Parks and Recreation Coordinator. Performs a wide variety of duties requiring considerable physical effort and general oversight. Assists with operations of Lakeview Arena and off-site facilities. Assists with cleaning of restrooms and locker rooms, operating equipment, special events, public areas, ballfields, room and facility rentals.

ESSENTIAL DUTIES

An employee in this position may be called upon to do any of the following:

1. Assists in cleaning all restrooms and locker rooms at Lakeview Arena. Checks restrooms daily to ensure cleanliness and adequate supplies. May obtain additional supplies from Service Center or other as needed and with Supervisor's approval.

2. Opening and closing of building and meeting rooms daily and as needed. Performs safety and security checks of Lakeview Arena on a daily basis. Ensures facilities and rooms are locked and secured when not in use. Set up and unlock meeting rooms or offsite rental facilities as requested by user groups. Obtains and completes proper paperwork for rentals.

3. Assists other City staff with set up and tear down of events. Also assists custodian with general clean up before, during, and after events.

4. Provide custodial and maintenance support to offsite facilities, including ballfields, pavilions, and other City owned and rented facilities. Greets user groups when needed and facilitates check-in process, ensures clean-up has happened and verifies necessary permits have been acquired.

5. Operates a variety of power equipment including a lawn mower, weed-whip, Zamboni machine, Ice Edger, blowers, floor scrubbers, snow blower, pickup truck mounted v-plow, and forklift.

6. Assists in maintaining and cleaning all public areas, including sweeping and mopping, washing windows or walls, or deep cleaning.
7. Assists with grounds maintenance duties including snow removal, raking, litter removal, light landscaping, mowing grass, and painting.

8. Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards, and safe work procedures.


10. Maintains professional appearance and wears appropriate City attire for position.

NON-ESSENTIAL DUTIES

Performs other related functions as assigned.

REQUIRED MINIMUM QUALIFICATIONS

- Ability to maintain satisfactory working relationships with public officials, the general public and other City employees.
- Must be able to work flexible, part-time work schedule up to 29 hours per week and no more than (7) hours per day. Must be available to work weekends, days, nights, and some holidays as required.
- Must have a valid license to drive a vehicle in the State of Michigan.
- Knowledge of safe work practices and materials used, including MSDS sheets.
- Knowledge of basic building maintenance, cleaning and custodial duties and materials.
- Ability to obtain forklift safety certification and use a forklift.

PHYSICAL DEMANDS

- Physical strength and dexterity to perform strenuous work involving lifting and carrying moderately heavy objects (up to 50 pounds).
- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Occasional sitting and driving.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Approved by:

[Signatures]

Department Head

[Signature]

Director, Administrative Services