

HANCOCK PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: Park Laborer
CLASSIFICATION: Grade 8 – Temporary, Seasonal, Non-Exempt
SUPERVISOR: Area Manager or Coordinator
LOCATION: Riverbend Maintenance Facility or River Landings Maintenance Facility

RESPONSIBILITIES

The Park Laborer is responsible for maintaining natural landscapes, involving plants, shrubs, trees, flowers, and turf and assisting Park Operations Department staff with building, grounds, and facility maintenance.

ESSENTIAL DUTIES

1. Maintain park landscapes in a clean, safe condition. Priorities include mowing, trimming, pulling weeds, watering, and picking up litter, making general plant bed repairs as assigned.
2. Work with Park Operations Department staff and volunteers on maintenance and construction projects. Adhere to maintenance standards and complete work assignments as instructed and assigned by area managers and coordinators.
3. Maintain buildings and facilities as assigned (e.g. clean restrooms and windows, mop and sweep floors, remove trash, etc.).
4. Conduct routine inspections during the course of work and report problems, safety concerns, and the need to make repairs and improvements regarding buildings, trails, trees, plant beds, facilities, site amenities, etc.
5. Remove debris from parking lots and trails as assigned.
6. Operate and maintain equipment and tools in a safe manner.
7. Assist with programs, activities, and special events, equipment rental, park improvement projects, and volunteer projects as assigned.

***Essential duties are not to be construed as all-inclusive.
Other duties may be required and assigned.***

REQUIREMENTS

The minimum education requirements necessary to perform the essential duties of this position are typically acquired through a High School diploma plus experience performing grounds maintenance. The ability to maintain a positive, cooperative, and helpful attitude toward co-workers, supervisors, and customers is required. Candidates are required to be at least 16 years of age and in good physical condition.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Work regularly occurs in the field where noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive and requires the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling of objects and materials, operate a variety of equipment, machinery, and tools, coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating vehicles, and recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job related objects, materials, and tasks.

EMPLOYEE ACKNOWLEDGEMENT

I have read the Park Laborer Job Description and understand the responsibilities and essential duties of my position.

Signature

Date