

**TOWN OF LYSANDER**

**JOB DESCRIPTION**

**J O B P O S T I N G**

**POSITION:** **PART-TIME SEASONAL PARKS AND RECREATION LABORER**

**IMMEDIATE SUPERVISOR:** **PARKS AND RECREATION SUPERVISOR**

**SUMMARY**

The Part-Time Seasonal Parks and Recreation Laborer, under the direct supervision of the Parks and Recreation Supervisor and Labor Crew Leader, acts as caretaker of the Park providing unskilled and semi-skilled manual labor and security of the facility. Performs other assignments as required. Responsible for maintenance of town – wide buildings & grounds and amenities.

**JOB DUTIES**

- 1. Performs maintenance and grounds keeping work for the Town Park and Town Office Building.**
  - Perform lawn care including mowing, aerating, weed eating, seeding, trimming etc.
  - Maintain ball fields, including grooming, and lining fields.
  - Maintain playgrounds including raking sand, daily inspection of equipment.
  - Maintain picnic areas including; trash removal, washing picnic tables and pavilion floor, emptying BBQ grills etc.
  - Maintain operational equipment including greasing various fittings, changing oil, filters and belts, sharpening blades, washing etc.
  - Perform maintenance and repair work (including painting) on park buildings, including the office building, security office, restrooms, spray park and maintenance barn.
  - Police park areas including trash removal, and litter pick up.
  - Maintain planters, trees and shrubs at Park and Town Building, including planting, trimming, cutting and chipping as needed.
  - Perform daily general custodial work within the Town/Park buildings & facilities.
- 2. Operates and maintains light motor equipment, trucks, and mowers.**
- 3. Assist in purchasing supplies.**
- 4. Acts as caretaker of Park facility.**
  - Oversee park property.
  - Secure premises when scheduled on nights and weekends; - Assists patrons with directions and information.

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**ACCOUNTABILITIES**

**Successful completion of scheduled activities in a timely manner; maintaining safe and pleasing recreational facilities for evaluation by the Parks and Recreation Director and residents.**

**EMPLOYMENT STANDARDS**

**1. Knowledge and Ability**

- Must have good knowledge of the tools, materials, methods, and practices common to buildings and ground maintenance and repair;
- Skilled in the operation of a variety of hand and power tools, simple machinery and light motor equipment;
- Able to understand and carry out verbal and written instructions.
- Able to work independently and carry out task without supervision.
- Able to deal courteously and tactfully with the public.

**2. Physical Requirements**

Strength and agility to perform light and heavy manual labor sometimes under adverse weather conditions.

**3. Other**

- The ability to work unscheduled hours when necessary to provide adequate staffing;
- Possession of a valid, New York State Driver's License. *\*(No DWI / DUI or vehicle or traffic violations)*
- Must consent to a background check.

**Compensation:** This is a seasonal bargaining unit position – 2020 rate  
**Min. Hours:** 16 Hours a Week; Monday – Friday 8 am to 4 pm (1/2 hour lunch)  
Weekend Rotation shift every 3<sup>rd</sup> Saturday & Sunday 7 am to 3 pm  
**Season:** Approximately Mid-April through October

If you are interested, please sign below and send an updated Resume to  
Parks & Recreation Supervisor, Tony Burkinshaw (8220 Loop Rd. Baldwinsville)  
For more info call at 315-635-5999

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**I would like to be considered for this position**

NAME

ADDRESS

PHONE