

**TOWN OF LYSANDER**

**JOB DESCRIPTION**

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

**POSITION:** **SEASONAL PARKS AND RECREATION LABORER**

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

**SUMMARY**

The Seasonal Parks and Recreation Laborer, under the direct supervision of the Parks and Recreation Supervisor, 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.**
  - Performs lawn care including mowing, aerating, weed eating, seeding, trimming etc.
  - Maintains ball fields, including grooming, and lining fields.
  - Maintains playgrounds including raking sand, daily inspection of equipment.
  - Maintains picnic areas including; trash removal, washing picnic tables and pavilion floor, emptying BBQ grills etc.
  - Maintains operational equipment including greasing various fittings, changing oil, filters and belts, sharpening blades, washing etc.
  - Performs maintenance and repair work (including painting) on park buildings, including the office building, security office, restrooms, and maintenance barn.
  - Polices park areas including trash removal, and litter pick up.
  - Maintains planters, trees and shrubs at Park and Town Building, including planting, trimming, cutting and chipping as needed.
  - Performs general custodial work including cleaning restrooms, vacuuming, etc.
- 2. Operates and maintains light motor equipment, trucks, and mowers.**
- 3. Assists in purchasing supplies.**
- 4. Acts as caretaker of Park facility.**
  - Guards park property.
  - Secures premises when scheduled on nights and weekends; - Assists patrons with directions and information.

**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 deal courteously and tactfully with the public.

**2. Physical Requirements**

Strength and agility, also freedom from disabling defects, sufficient to perform light and heavy manual labor sometimes under adverse weather conditions.

**3. Other**

- Able to work unusual hours when necessary to provide adequate staffing;
- Possession of a valid, clean New York State Driver's License.
- Must consent to a background check.

**Compensation: This is a seasonal bargaining unit position – 2017 rate \$14.03  
Hours: 40 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 also contact  
Parks & Recreation Supervisor, Tony Burkinshaw at 315-635-5999

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

NAME

ADDRESS

PHONE

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