



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Seasonal Laborer	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Superintendent of Parks	GRADE/RANK: 3 (seasonal) FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs manual work in a variety of maintenance assignments in support of the athletic programs of the Recreation Department.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Mows grounds including golf course, ball fields, lawn and park areas and other areas as assigned;
- Preps and maintains seven field involving dragging, marking, checking bases, raking, filling holes, leveling and performing cosmetic work;
- Cleans grounds and parking lots, rakes and loads grass, leaves and brush;
- Picks up garbage and refuse cans, loads contents on truck and returns cans to proper places;
- Performs basic custodial task including checking, basic cleaning and stocking of bathrooms;
- Operates a variety of movers and equipment to maintain fields and course;
- Performs a variety of other heavy manual work in connection with the maintenance and upkeep of parks, athletic fields and golf course and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a general knowledge in the use of common lawn tools and have the ability to operate light and medium lawn equipment, understand and follow oral instructions, perform manual labor for extended periods, work without direct supervision and follow safety policies and procedures.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High School diploma or equivalent amount of training and experience.

SPECIAL REQUIREMENTS:

This position is seasonal work scheduled only during the time frame for the designated sport. The position must be able to work nights, week-ends and extended days in order to prepare fields and grounds for games and tournaments.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 25 pounds of force frequently to move objects and up to 50 pounds to occasionally to load equipment and move items. Position requires the ability to walk and stand for extended periods of time. Must be able to bend, climb steps, reach, raking, push/pull hand carts, and lifting objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Visual acuity is required for operation of machines, observing surroundings and activities and ensuring safe conditions. This work is subject to extreme weather conditions including heat and/or cold.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Decisions are minimal due to the seasonal nature of the position(s).

This job description in no way states or implies that these are the only duties to be performed by this employee. The Seasonal Laborer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The

City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Parks and Recreation and Chief Human Resources Officer

Revised Date: 2019