

Crete Park District Laborer 1

Job Title:	Laborer 1	Prepared by:	Superintendent of Parks Planning
Department:	Parks	Prepared Date:	9/2022
Reports To:	Parks Supervisor	Review Cycle:	
FLSA Status:	Non-Exempt Part-Time Seasonal	Approved By:	
Approved Date:			

Summary:

Perform general and specific daily parks maintenance activities. Operate motorized vehicles and other maintenance equipment. Be attentive, dependable, and accept direction. Communicate effectively and work cooperatively with other maintenance and park personnel.

Essential Functions:

- Perform routine maintenance work as assigned.
- Capable of operating motorized vehicles and equipment properly and safely.
- Effectively maintain and care for park equipment and property as directed by the Superintendent of Parks & Planning.
- Be attentive to the condition of park property and report any issues or concerns to the Superintendent of Parks & Planning or Foreman as soon as possible.
- Perform duties regarding proper safety procedures concerning worker safety and to protect park users.
- Keep maintenance areas neat and orderly.
- Be courteous to customers and visitors you encounter while working on park property.
- Maintain a positive image while representing the Crete Park District.
- Be available for after-hours and overtime work as required by the Superintendent of Parks & Planning.
- Perform duties under varied seasonal conditions.
- Participate in any in-service safety training programs as required.
- Participate in maintenance staff meetings as directed by the Superintendent of Parks & Planning.
- Be familiar with and work in compliance with the park district's rules and regulations and personnel policies.
- **Be familiar with the proper procedures of reporting in case of emergency.**

Marginal Functions:

- Assist with special events as directed by the Superintendent of Parks & Planning.
- **Be familiar with the proper procedures of reporting in case of emergency.**
- Be capable of working independently and exercising good judgement.
- Contribute to the efficiency and effectiveness of the parks department.

Psychological Considerations: The Laborer 1 may feel pressure from the responsibility of working all day including working alone and unsupervised for long periods of time. The Laborer 1 may need to resolve immediate maintenance problems for users of park facilities.

Physiological Considerations: Long periods of standing, walking, climbing, stooping, bending, and reaching could be expected. The Laborer 1 must be able to carry up to 50lbs over short distances, up and down stairs, lifting, holding, and dragging.

Environmental Considerations: The Laborer 1 will be exposed to various weather conditions including extreme heat and cold, snow, rain, and ice. Indoor conditions include varied lighting and temperature changes. There will also be exposure to chemicals including fertilizers, insecticides, and fungicides.

Cognitive Considerations: The Laborer 1 must use good judgment including safety awareness.

Hours And Compensation: This is an hourly position and based on an average of 8 hours/day for 12-20 weeks from late spring until early fall. Normal working hours will be from 7:30am to 4:00pm, Monday thru Friday, with some evening, and weekend hours to be expected. Compensation will be established at the time of hire and increases will be based on the evaluation and recommendation of the Superintendent of Parks & Planning with the approval of the Executive Director.

Laborer 1 - Compensation Package

Salary: Minimum Wage/starting

Benefits: Unpaid Holiday time off during employment term (10 annual recognized Holidays)
Unpaid Vacation/Sick/Personal days (at the discretion and approval of the Parks Supervisor)
Overtime pay at 1 ½ times regular hourly rate for each hour worked above 40/week
(weekly pay period runs from Wednesday - Tuesday)

Hours: Normally 7:30am - 4:00pm Monday-Friday
Evening and weekend hours to be expected, including special events