

**CITY OF WILLOW SPRINGS**  
**Job Description**

**Parks/Pool/Cemetery Department**  
**Parks/Pool/Cemetery Laborer**

Step WS01 Grade #10.30 - #17.90

**Purpose of Position**

Maintain the City's parks ,pool and cemeteries and grounds and complete departmental tasks

**Major Duties and Responsibilities**

**Maintain City parks, Cemeteries and grounds**

- Mow grass using riding mowers, tractors and push mowers
- Trim all fence lines, around head/foot stones and other areas with weed eater
- Plan and maintain all landscaping
- Prepare all baseball/softball fields prior to games
- Oversee seasonal employees during the summer
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**Repair and maintain buildings and facilities at City Parks and Cemeteries**

- Paint inside and outside of buildings as needed
- Make minor repairs to structures or facilities
- Paint and maintain all playground and park equipment, assuring safety
- Make arrangements for contractual repairs when necessary

**Maintain the municipal swimming pool and water park**

- Check chemicals as needed and keep levels recorded
- Understand the mechanical operation of the pool and water park
- Order chemicals as needed for the pool and water park
- Complete basic maintenance on swimming pool and facility
- Paint swimming pool and facility, as needed
- Arrange for contractual repair when needed
- Work with lifeguards and pool manager on pool needs

**Knowledge, Skills and Abilities**

- Proper operation of tractors, riding mowers, push mowers and weed eaters
- Proper application and storage of herbicides and fertilizers
- Layouts and dimensions of various baseball and softball league fields
- Types of paints used for various surfaces and uses
- Playground safety policies and applications
- Swimming pool maintenance
- Federal and State statutes concerning the work of the department

- General functions and operations of municipal government
- Meet specified or required deadlines
- Work as a team member with other employees
- Follow and implement departmental and City policies and procedures

### **Licenses and Certifications**

The person in this position must have a valid Commercial Drivers License or be able to obtain one within a year of employment. Must be able to successfully pass a health physical.

### **Education and Experience**

The person in this position must have a high school diploma or its equivalent; additional courses in playground safety and pool management would be preferred.

At least one year of experience in this or a related field is strongly recommended; at least two years of experience in this or a related field is preferred.

### **Job Context**

The Parks/Pool/Cemetery laborer position is a full-time, permanent position in the Parks/Pool/Cemetery Department. The immediate supervisor for this position is the Parks Supervisor. The person in this position is supervised on a daily basis. The person in this position works regular hours most of the time, with some flexibility when the workload demands it. Overtime and night work are rare. There is no shift work associated with this position. 10% of the work for this position is indoors; 90% is outdoors and requires work done in all types of weather conditions.

There is exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, gasoline, chlorine, cleaners, fertilizers, herbicides, carbon monoxide, vehicle exhaust and lime used on the ball fields. The stress level associated with this position is moderately low. Physical work involved with this position includes, but is not limited to, standing or walking for long periods of time, digging, carrying heavy loads over distance, operating mowers, driving heavy equipment, climbing ladders, sitting at a personal computer, and moving large playground objects, such as picnic tables.