



## CITY OF BURLINGTON

### Administration Department

Human Resources

300 N. Pine Street, Burlington, WI 53105  
(262) 342-1176 direct | (262) 947-4546 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

POSITION POSTING	
<b>Position Title:</b>	Park Attendant
<b>Class:</b>	Non-exempt
<b>Pay Grade:</b>	\$13.00/hr
<b>Department:</b>	Public Works (Streets/Parks/Engineering)
<b>Location:</b>	Burlington Parks & Streets
<b>Reports to:</b>	DPW Supervisor/Parks Foreman 2200 S Pine Street

The City of Burlington Public Works is seeking qualified candidates for the part time position of Park Attendant to perform a variety of low level tasks in the maintenance and operation of parks and recreation buildings and grounds, open spaces, public areas, and City buildings and properties.

**ESSENTIAL DUTIES:** Unlock restroom facilities each weekend morning, and lock them in the evening; Lock restroom facilities each weekday evening; Turn on lights at various ball fields and off after games; Check each Park and Ball field bathroom for cleanliness; Stock each bathroom with necessary supplies of toilet paper, toweling and hand soap in dispensers where available; Sweeps floors and remove any cobwebs; With available time, walk through Parks and pick up trash; Check for vandalism and report problems or any suspicious activity immediately to the Police Department; Clean each Park pavilion and Ballfield bathroom daily; Check each Park pavilion for cleanliness; Pick up any litter and note any damage; Be visible to the public while in the Parks and Baseball field areas to discourage vandalism.

**MINIMUM QUALIFICATIONS:** Any equivalent combination of education and experience, which demonstrates the knowledge and experience to perform the work. Ability to work independently, or with little supervision, and to complete daily activities according to work schedule. Ability to communicate effectively verbally and in writing. Ability to observe proper safety precautions. Ability to understand, follow and transmit written and oral instruction. Ability to establish effective working relationships with other employees, supervisors and the public. Demonstrated knowledge of equipment, materials and supplies used in park attendance maintenance. Demonstrated knowledge of applicable safety precautions. Ability to operate motor vehicle. Ability to replace light bulbs, change paper towel, change toilet paper and garbage bags. Ability of overall observance and monitoring activities in Park areas. Knowledge of safety aspects, basic operation and preventive and routine light maintenance of equipment

**PHYSICAL DEMANDS:** Regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with arms. Frequently required to stand, talk and hear. Occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and taste and smell. Must frequently lift/move up to 50 lbs and occasionally lift and/or move up to 100 lbs. Lifting occurs as a part of normal work and usually in conjunction with stooping, bending or twisting. Vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS AND EQUIPMENT USED:** Motorized vehicles and equipment. Safety glasses, rubber gloves, garbage tongs.

**WORK ENVIRONMENT:** The employee regularly works in outside weather conditions and is frequently exposed to wet and/or humid conditions and vibration. The noise level is usually not loud, but may be occasionally.

**APPLICATION DEADLINE:** 3/29/19

**The City of Burlington is an Equal Opportunity Employer and is a drug free work place. Submit application to:**

City of Burlington Human Resources  
Attention: Jason Corbin  
300 N Pine St  
Burlington, WI 53105  
[jcorbin@burlington-wi.gov](mailto:jcorbin@burlington-wi.gov)  
Fax: (262) 947-4546