



CITY OF BERKLEY, MICHIGAN
Parks & Recreation Department
2400 Robina
Berkley, MI 48072

LABORER
Seasonal, Part time

Application Deadline: Open until filled

The City of Berkley Parks & Recreation Department is accepting applications for a Laborer. Duties for this part time, seasonal position include, but are not limited to, the following:

1. Set up and maintenance of baseball fields and other park facilities.
2. Maintenance and repair of Parks and Recreation facilities including, but not limited to, general park maintenance; mowing, raking, light carpentry, painting building interiors and exteriors and park equipment.
3. Operate vehicles, machines, and other equipment required to maintain and repair city-owned park properties including pickup trucks, blowers, mowers, trimmers and other types as needed.

Qualified applicants will have:

- High School diploma or equivalent, Graduate, including vocational training: experience in general maintenance work and landscaping.
- Valid State of Michigan Driver's License
- One or more years of work experience in maintenance, construction, or mechanical trades, or related field is preferred.
- At least one year of experience using power tools required to perform carpentry and other types of building maintenance projects

A complete job description and applications are available on the city's website: www.berkleymich.org. Qualified applicants are encouraged to send a completed employment application and three professional references by email to:

Theresa McArleton, Director
Berkley Parks & Recreation Department
tmcarleton@berkleymich.net



CITY OF BERKLEY JOB DESCRIPTION

LABORER – PARKS AND RECREATION

DEPARTMENT: Parks and Recreation
REPORTS TO: Parks & Recreation Maintenance Leader
SUPERVISES: NA
CLASSIFICATION: Merit System, Non-Exempt, Seasonal, Part-time

Position Summary:

The Parks and Recreation Department Laborer performs a variety of semi-skilled manual tasks involving physical labor in improvement and maintenance of City parks, athletic fields, Community Center and other recreational facilities.

Essential Duties and Responsibilities:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

4. Set up and maintain baseball fields and other park facilities as required.
5. Maintain and repair Parks and Recreation facilities including, but not limited to, general park maintenance; mowing, raking, light carpentry, painting building interiors and exteriors and park equipment.
6. Operate vehicles used to haul, load and unload equipment, materials and supplies, and as required.
7. Operate vehicles, machines, and other equipment utilized to maintain and repair city-owned park properties including pickup trucks, blowers, mowers, trimmers and other types as needed.
8. May be required to work outside of normal business hours in the event of an emergency, or as assigned.
9. Respond to building maintenance emergencies incidents during regular business hours and after hours as required.
10. Assist department staff to complete projects and work performed by community volunteers as needed.
11. Perform other tasks and projects as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School diploma or equivalent, Graduate, including vocational training; experience in general maintenance work and landscaping.
- Valid State of Michigan Driver's License
- One or more years of work experience in maintenance, construction, or mechanical trades, or related field is preferred.

- At least one year of experience using power tools required to perform carpentry and other types of building maintenance projects
- Considerable knowledge of safety procedures and precautions involved in equipment operation and public works maintenance work
- Basic knowledge of the tools, materials and equipment used in the repair and maintenance of streets, buildings, water and wastewater facilities and infrastructure, parks and grounds.
- Able to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Able to communicate effectively both verbally and in writing. Able to understand and follow verbal, written and diagram instructions.
- Able to follow diagram and various assembly instructions.
- Able to work effectively with minimal supervision; assess critical situations, solve problems, meet deadlines and adjust to changing work priorities.
- Able to coordinate work and oversee projects performed by seasonal staff and volunteers

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to hear, talk, stand, walk, stoop, kneel, crouch, or crawl. The employee frequently is required to use arms, hands and fingers to handle, touch, feel and reach. The employee is occasionally required to climb and balance on a ladder or roof of department buildings. The employee must frequently lift and move items ranging from light to very heavy in weight.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, heavy equipment, outside weather conditions, fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals. The noise level in the work environment ranges from moderate to very loud.

Revised 2/7/2019