

POSITION DESCRIPTION:

POSITION TITLE:

OCCASIONAL LABOR

EMPLOYMENT STATUS:

AS NEEDED UP TO 40 HOURS PER WEEK

SUPERVISION:

FLORENCE COUNTY FORESTRY & PARKS ADMINISTRATOR

PAY GRADE:

15

PURPOSE OF POSITION: The purpose of this position is to assist the Forestry and Parks Department with day-to-day operation and maintenance of the County Parks, Boat landings, Keyes Peak Ski Hill and Resource Center and other all other jobs assigned by the Administrator.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

A. Essential Functions: Ability to operate miscellaneous equipment, lawn mowers, tractors, power saw, etc.; traffic control, i.e. flagging for traffic control, erecting signs; perform manual labor, i.e. cutting brush, mowing grass, cleaning culverts, etc.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

Majority of the time is spent hearing and using near and far vision. Handling and working with fingers such as operating hydraulic controls. Good portion of time is spent standing, sitting, walking, bending/twisting and lifting and carrying items weighing 10 to 40 lbs. A lesser amount of time is spent stooping, crouching, climbing, reaching, and pushing and pulling and lifting and carrying heavier objects (50 to 100+ lbs.).

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

25% of the work time is spent outside in extremely cold temperatures. There is a 75% exposure to mechanical hazards and fast-moving vehicles with a 50% exposure to noise, vibrations, fumes, noxious odors, dust and radiation from the sun. A lesser amount of time (10%~25%) is spent working in extreme heat, dramatic temperature shifts, wet and humid conditions.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Measuring devices, hand and power tools, chain saws, shovel, brooms, automobile, truck, various highway construction and building maintenance equipment, first aid materials, personal protective equipment such as breathing apparatus, steel toe boots, hearing and eye protection.

QUALIFICATIONS NEEDED: Educational Skills

Basic everyday living skills are needed as well as the ability to read and write and be able to communicate with others.

WORK SCHEDULE:

Compensation is based on hours worked. A workweek would be Monday through Thursday 6:30 a.m. to 4:30 p.m. and will also include some holidays and many weekends.

WAGE / BENEFITS:

Starting hourly wage will be \$12.00 per hour. Benefits are not offered for this position.

RESIDENCY REQUIREMENT:

Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems in its judgment, to be proper.

Employee Acknowledgement:

I acknowledge that I have received a copy of the Occasional Labor job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

Signature

Date

Printed Name