



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

I. **Name of Position:** Landscape Specialist Seasonal

II. **Organization Unit:** Landscape Division

III. **General Summary:** Seasonal Specialist will perform supervision of public areas, general grounds/custodial duties, and landscape maintenance duties.

IV. **Qualifications:** High School Diploma preferred; must have valid drivers' license. WCPRD is an equal opportunity employer.

V. **Special Work Conditions:** Outdoors work; nights and weekends; some holiday work required.

VI. **Position Wage:** Wage is \$13.00/hour. Seasonal 9-month position. Forty (40) hours per week with no benefits.

VII. **Employee Classification:** Non-Exempt

VIII. **Essential Job Functions:**

1. Be a team player, exhibiting a positive attitude.
2. Adhere to work schedules as assigned by manager.
3. Adhere to daily work plans per the digital and/or other work order system.
4. General supervision of public during various events.
5. Daily custodial/grounds duties including cleaning of restrooms, mopping floors, trash maintenance, and parking lot/walkway.
6. Assist in all landscaping duties such as pruning, planting, trimming, mulching, irrigating/watering, blowing, mowing, weed maintenance, and other ground maintenance operations including trees and shrubs in the Downtown Maintenance District and any assigned areas of WCPRD regional parks.
7. Use various pieces of equipment effectively such as mowers, edgers, chainsaws, pruners, trimmers, sod cutters, dirt excavators, UTV, and various hand tools to perform any and all landscaping tasks.
8. Clean equipment on a daily basis.
9. Assist with portable ice rink construction and deconstruction in winter months.
10. Complete all assigned trainings.
11. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
12. Complete any other duties as assigned by the direct supervisor/manager.
13. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.

IX. **Verification of Understanding Position:**

By signing this job description, I agree to perform the tasks outlined within and also fully understand that I may be assigned other work-related duties and responsibilities as directed by Director or Assistant Manager of WCPRD.

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WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date