

Town of Bradley
Position Description – Beach, Parks & Hall Grounds
(Lead Person)

Type of work: Seasonal – Part-Time Rate of pay:

Type of Supervision: Minimal

This position is responsible to the Bradley Town Board. The lead person is responsible for the weekly operation of the parks, beach and hall grounds through his/her own labor and the possible supervising of a seasonal assistant(s) hired by the Bradley Town Board. When deemed necessary by the Bradley Town Board, the lead person may also be assigned additional work other than at the parks, beach or hall grounds. The lead persons responsibility is to maintain the ballparks, beach and hall grounds and will keep an accurate checklist on each piece of equipment operated each day. The lead person will keep an accurate time sheet of work performed and time required to complete each task. Workweeks will be Monday – Friday or when needed with permission from the Supervisor in charge, with a maximum of 40 hours per week. The lead person will be required to provide their time sheets to the Bradley Town Clerk.

Duties and Responsibilities:

- A. Maintain Kahle Park and Theisen Park, and the Bradley Town Hall grounds and keep in a neat and orderly condition
 - A1. Pick up all litter before mowing (picnic area, batting cages, flower beds etc.)
 - A2. Mow the grass (rake as needed)
 - A3. Weed whack around the shrubs, fences, bleachers and buildings etc.
 - A4. Sweep the shelters and sidewalks
 - A5. Clean the bathrooms, sweep and mop, clean toilets, dump garbages, etc. (as needed)
 - A6. Empty outside garbage cans as needed (Kahle Park enter on the checklist)
 - A7. Maintain mowers, trimmers, and various other hand tools

- B. Maintain Crystal Beach and keep in a neat and orderly condition
 - B1. Pick up all litter before mowing (picnic area, beach area, parking lot, etc.)
 - B2. Check for and pick up the trash and glass in the beach area
 - B3. Clean up side hills going down to the beach
 - B4. Mow the grass (rake as needed)

- B5. Use the **PUSH** mower on the side hills (rake as needed)
- B6. Weed whack around tables, trees, buildings, beach area, etc.
- B7. Sweep changing rooms and steps down to beach area
- B8. Empty outside garbage cans on Monday & Friday's (check and empty on other days, if needed)

C. Maintain Bradley Town Hall and grounds in a neat and orderly condition

- C1. Pick up all litter before mowing
- C2. Mow the grass (rake as needed)
- C3. Weed whack around the flower beds, Town Hall, etc.

D. Miscellaneous

- D1. Return all Town of Bradley property at the end of each workday to the Bradley Town Hall.
- D2. Perform operator checklists on each piece of equipment every day (whenever you need to operate a piece of equipment)