



## POSITION DESCRIPTION

Position: Recreation Seasonal Laborer		Department: Recreation	
Reports to: Varies		FLSA Status: Nonexempt	
Location: 1827 N. Squirrel Road, Auburn Hills, MI 48326	Division: Varies	Pay Grade: See Description	
Revised: January 2020	Last Reviewed:	Union: N/A	Status (FT/PT/Temp):Temp

### BACKGROUND

Whether you are seeking a second job, a part-time position while you are in school, or looking for a full-time challenging position, the City of Auburn Hills offers flexible opportunities for everyone. Our seasonal workers get to enjoy variety working throughout the City. Best of all, you have the opportunity to make a difference in the community.

The Mission of the City of Auburn Hills to be stewards for the community through a connected, transparent and efficient government. The Vision is Auburn Hills will be a community with the heart of a small town that operates with the excellence of a world class city. The organizational values are Attentive Service, Diversity, Excellence, Fiscal Responsibility, Humility and Safety.

The recreation department works to improve the quality of life in Auburn Hills by providing quality parks and recreation opportunities with a variety of year-round programs, special events, and facilities for people of all ages and abilities. All Recreation employees are expected to approach each day with a focus on the City's Mission, Vision and Values.

### GENERAL PURPOSE

Under the supervision and direction of the Recreation Department, performs a variety of unskilled and semi-skilled work related to maintenance. Work requires physical strength and effort in the relatively routine maintenance activities.

### SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Recreation Department with all seasonal special events and programs including set-up, implementation, and tear-down activities.
- Assists Recreation department with field maintenance as needed.
- Checks vehicle and loads with appropriate supplies before leaving site.
- Travels to different locations throughout the City including all parks and trails to perform maintenance duties.
- Inspect City properties for litter and pick-up as needed.
- Pull all trash from parks and take to dumpsters.
- Maintain pavilions, restrooms, cabins, and other structures including cleaning and use of cleaning supplies.
- Check-in and check-out of cabins as needed.
- Report any needed repairs.

- Substitute for Splashpad shifts as needed.
- Prepares pavilions and other structures for rentals.
- Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Education and Experience:

- High school diploma or general education degree (GED).
- Must have valid driver's license and meet City driving history requirements.

##### Necessary Knowledge, Skills and Abilities:

- Safety: Looking for safety conscious individuals that have a desire and focus to perform the work safely, properly, and with attention to detail.
- Team Player: Being a strong team player is essential to ensuring success in this job category. In working together you will be able to achieve common goals and positive outcomes.
- Passion for the City of Auburn Hills: Contribute to making the City a great place to live and see the direct impact your effort at work makes on the community.
- Ambition: These jobs include an element of fun, but also require a motivated hardworking attitude to succeed day-in and day-out.
- Customer Service Driven: Most jobs in this category work with the public serving their needs in a positive way. A commitment to offering exceptional service in these roles is a primary responsibility.

#### SPECIAL REQUIREMENTS

Cellphone use must not interfere with an employee's work.

#### TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pick-up truck, generators, common hand and power tools, shovels, wrenches, mobile radio, and telephone.

#### PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to walk and reach with hands and arms. The employee is required to stand and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, extreme cold, and extreme heat. The noise level in the work environment is medium – most duties are performed outside.

#### ATTENDANCE

Regular working hours are:

Monday - Thursday: Various based on individual schedules

Fridays: 1:30 – 9:30 PM

Saturdays: 7:30 AM – 3:30 PM

Sundays: 7:30 AM – 3:30 PM

Holidays: Holidays required (Memorial Day, Independence Day, Labor Day)

COMPENSATION

Season 1	Season 2	Season 3	Season 4	Season 5
12.00/hr	12.50/hr	13.00/hr	13.50/hr	14.00/hr

Compensation is negotiable when candidate has previous experience, training, certificates or licenses directly applicable to the job description.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Recreation Director

Approval: \_\_\_\_\_  
City Manager