

**City of Chippewa Falls**  
Parks, Recreation and Forestry  
Job Description – Administrative Specialist

---

**JOB TITLE:** Seasonal Park Maintenance  
**DEPARTMENT:** Parks, Recreation and Forestry  
**REPORTS TO:** Parks Working Foreman and Zoo Keeper  
**PAY GRADE:** \$15.00  
**LAST UPDATED:** 3/19/2026

---

**SUMMARY**

A Seasonal Parks Maintenance Employee is responsible for maintaining the cleanliness, safety, and overall appearance of public parks and recreational areas during peak seasons. This role involves performing routine groundskeeping tasks such as mowing lawns, trimming trees and shrubs, planting and watering flowers, and removing litter and debris. Employees may also assist with minor repairs to park facilities, including benches, playground equipment, and restrooms.

The position requires operating basic landscaping equipment, following safety guidelines, and working outdoors in varying weather conditions. Seasonal Parks Maintenance Employees often interact with the public, providing information and ensuring a positive park experience for visitors. Strong work ethic, reliability, and the ability to perform physical labor are essential for success in this role.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

- Perform routine grounds maintenance, including mowing, trimming, edging, and weed control
- Plant, water, and care for flowers, trees, and shrubs to maintain park landscaping
- Collect and dispose of trash and debris; ensure park areas remain clean and presentable
- Inspect park facilities (playgrounds, shelters, restrooms, trails) for safety and cleanliness
- Perform minor repairs and maintenance on equipment, fixtures, and park structures
- Operate and maintain landscaping tools and equipment such as mowers, trimmers, and blowers
- Prepare and maintain athletic fields, picnic areas, and walking paths
- Assist with setup and teardown of park events, programs, or recreational activities
- Monitor park grounds for hazards and report safety concerns or damage promptly
- Follow all safety procedures and use protective equipment as required
- Provide courteous assistance and information to park visitors when needed
- Support snow removal or seasonal cleanup tasks, depending on the time of year
- Work collaboratively with team members and supervisors to complete assigned tasks efficiently

**QUALIFICATIONS**

- Previous experience in landscaping, groundskeeping, or general labor is a plus but not required
- Ability to perform physically demanding work, including lifting, bending, walking, and working outdoors for extended periods
- Willingness to work in various weather conditions (heat, rain, etc.)
- Ability to follow instructions and work independently or as part of a team
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**City of Chippewa Falls**  
Parks, Recreation and Forestry  
Job Description – Administrative Specialist

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or General Degree (GED)
- Actively enrolled in High School

**LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Ability to perform strenuous physical labor for extended periods of time
- Frequently required to stand, walk, bend, kneel, crouch, and reach
- Ability to lift, carry, and move materials and equipment up to 50 pounds (or more with assistance)
- Regular use of hands and arms to operate tools and equipment
- Ability to work outdoors in varying weather conditions, including heat, humidity, rain, and wind
- Tolerance for exposure to dust, pollen, insects, and loud noise from equipment
- Ability to work on uneven terrain, slopes, and natural surfaces
- Good balance, coordination, and physical stamina
- Ability to see and hear well enough to safely operate equipment and be aware of surroundings
- May require early mornings, evenings, weekends, and occasional overtime depending on seasonal needs

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

You may be required to work some weekends and holidays.

- Work is performed primarily outdoors in public parks, recreational areas, and open spaces
- Regular exposure to varying weather conditions, including heat, cold, rain, humidity, and direct sunlight
- Frequent exposure to natural elements such as insects, plants, pollen, and uneven terrain
- Work may involve exposure to dust, dirt, noise, and vibrations from landscaping equipment
- Use of potentially hazardous equipment and materials, requiring adherence to safety procedures and protective gear
- Interaction with the public is common, requiring professionalism and customer service skills
- Work schedules may include early mornings, evenings, weekends, and holidays based on seasonal demands