



## POSITION DESCRIPTION

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**TITLE:** Maintenance Seasonal Laborer  
**DEPARTMENT:** Various

**LAST UPDATED:** July 2015  
**FLSA STATUS:** Non-Exempt

*FLSA designation cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.*

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**SUMMARY:** Performs basic landscaping, and interior and exterior facility maintenance, maintains cleanliness and safety for Teton County/Jackson grounds, facilities and parks.

### DUTIES AND RESPONSIBILITIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Cleans and maintains Town/County grounds; sweeps dirt, rakes leaves, mows turf, removes snow from pathways and sidewalks using equipment such as mowers, clippers, edging tools, racks and snow plows.
- Perform routine interior and exterior maintenance of restrooms and facilities; paints, mops floors, collects litter from grounds and facilities; empties trash and recycling receptacles.
- Performs athletic field maintenance for recreational use by painting lines and set up/removal of sports equipment.
- Prepares for landscaping maintenance; operates tractors, mowers, vehicles, and various light equipment.
- Performs basic preventative maintenance on lawn tools and equipment.
- Maintains landscape by installing sod, tree pruning, bed weeding, tree planting, fertilizing and maintaining shrub beds.
- Repair and maintain park amenities including installing and painting signposts and fences.
- Supports the relationship between Teton County staff and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

- High school diploma or GED equivalent preferred or education in progress.

#### Required Licenses and Certifications:

- Must possess a valid Wyoming/Idaho Driver's License and maintain an acceptable driving record.

#### Required Knowledge of:

- County policies and procedures.
- Proper use of basic power tools, hand tools and equipment.
- Ability to learn and execute basic grounds and facilities maintenance techniques and practices.
- Safety rules and regulations, occupational hazards, and safety precautions.

#### Required Skills in:

- Operating various tools.
- Following written and verbal instructions.
- Working with little or no supervision.

**Physical Demands/Work Environment:**

- Work is performed both indoors and outdoors; requires constant physical efforts, and may be exposed to dangerous tools and equipment; safety precautions must be followed, including use of safety equipment.
- Required to work routine nights and weekends.