

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: June 2026

Title: Park & Forestry Technician

Department: Park, Recreation & Forestry

FLSA Status: Nonexempt

General Summary:

Performs a wide variety of maintenance duties to maintain a safe, clean, and functional municipal park, recreation, and forestry system. Performs skilled, manual work in the operation, maintenance, and mechanical upkeep of all department maintenance equipment. The Park and Forestry Technician is required to assist with forestry operations and park maintenance. Including landscaping and horticulture skills to plan and enhance park beautification.

Reporting Responsibilities:

Work is performed under the general supervision of the Park Forestry Supervisor and Park Foreman. Responsibilities include arborist skills, landscaping knowledge and general park maintenance.

Specific Accountabilities:

1. Oversees landscaping projects and assist in park and forestry operations.
2. Oversee the inventory and condition of department tools and equipment.
3. Operation of all park and forestry maintenance equipment.
4. Provides horticulture and landscaping skills to develop and maintain park beds and landscape areas.
5. Designs and implements landscape plantings.
6. Prepare all necessary records of work performed.
7. Perform all aspects of park maintenance including turf and plant material installation and maintenance, athletic fields, playground equipment, ice rinks, snow plowing, rubbish collection, building, and facility maintenance.
8. Operate chain saws, ropes, ladders, hand tools, and power equipment.
9. Operate ariel lift truck, brush/chipper truck, tractor, forklifts, roller, sweeper, stumpers, front end loaders, skid steer, one-ton single axle and quad axle dump trucks, and trucks.
10. Operates snow blower, snow plowing equipment, generators/pumps, leaf blowers, mowers trucks, and tow trailer
11. Check to ensure mechanical repairs on all types of equipment is performed.
12. Performs roping, rigging, and safety procedures during tree removal
13. Ability to interpret plans and specifications for landscaping projects.
14. Assist with snow removal operations.
15. Will assist with forestry operations.
16. May assist with other interdepartmental operations.
17. Assist with emergency tree damage (storms).

Required Knowledge, Skills and Abilities:

High school graduation (or HSED equivalent) required two years' experience in grounds and park facility maintenance. Wisconsin Certified Arborist after three years. Must possess or obtain within six (6) months as well as maintain a Commercial Drivers License with B and C endorsements and N preferred, but not required, and have an excellent driving record. Must have the ability to successfully complete a pre-employment post offer drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must have equivalent combination of education, experience and training that provides the following knowledge, skills, and abilities:

- Considerable knowledge of preventative maintenance techniques and practices.
- Considerable knowledge in forestry, landscaping, and plant health care practices.
- Considerable knowledge of materials, methods, practices, techniques, and equipment used in parks maintenance.
- Ability to interpret plans and specifications.
- Considerable knowledge of methods, practices, and techniques of vehicle and equipment repair.
- Ability to keep accurate records.
- Skill in the techniques of snow removal to include plow operation.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to understand and carry out instructions.
- Ability to apply to all city and department policies and work rules.
- Ability to, at times, work a fluctuating schedule, including mandatory overtime.
- Ability to follow all workplace safety procedures.
- Ability to use a computer (Microsoft office, email).
- Ability to stay on task and self-perform.
- Ability to understand and carry out verbal and written instructions.
- Ability to lift and carry up to 50 pounds repeatedly and perform light to heavy tasks in varying weather and traffic situations.
- Ability to work in confined spaces (training will be provided).
- Ability to maintain OSHA HAZMAT training and chemical compliance.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
- Working knowledge of the occupational hazards and ability to work safely and take precautions for safe operation of motor driven equipment, including operation over rough, slippery, or unstable surfaces.
- Ability to obtain and maintain certifications through the city (MSHA, forklift, CPR, first aid, NIMS).
- Ability to obtain and maintain Electrical/Hazard awareness training (EHAP).
- Ability to complete FEMA emergency response certifications.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Basic knowledge in carpentry, construction techniques, and building maintenance.
- Ability to operate power mowers, tractors, loaders, and trucks.
- Ability to supervise seasonal employees.
- Ability to remain drug and alcohol free within the guidelines of the law.