

**JOB TITLE: GROUNDSKEEPER
PARKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under regular supervision, performs grounds maintenance for the maintenance and repair of the parks and recreational facilities and grounds. Work involves ensuring cleanliness of grounds, operates spray equipment and machinery in the application of various herbicides, preparing sports turf playing fields for activities, performing electrical maintenance, performing general carpentry duties, providing horticulture maintenance, and painting. Reports to the Parks Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs grounds maintenance for sports turf including but not limited to ensuring cleanliness of grounds, preparing playing fields for activities by chalking, dragging, etc., installing portable fences, and general maintenance activities.

Conducts minor repairs on mowers, weed eaters, blower, chain saw, tractor, etc.

Performs general maintenance duties in facilities including stripping and waxing floors, etc.

Maintenance duties may include, but are not limited to: litter pick up, landscape development and upkeep, cleaning and maintenance of park facilities and public areas, mowing and trimming around park grounds as needed, assisting with parking and crowd control for special events and programs.

Maintains the cleanliness and sanitary conditions of all Authority restrooms in order to promote personal hygiene and provide operational public facilities.

Applies herbicides as needed in accordance with prescribed use and in accordance with accepted industry practices, and rules and requirements of various Federal, State, and local regulatory agencies.

Operates light to heavy vehicles, tools, and equipment in the application of various herbicides and lawn functions, e.g., truck, sprayers, and tractors; adheres to prescribed safety standards and regulatory requirements.

Prepares and mixes chemical agents used in the trade; prepares work area prior to beginning job and cleans area after completion of job.

Performs special tasks such as feeding fish, removing graffiti, removing playground structures, constructing field goals and bike bridges, etc.

Receives and/or reviews various records and reports such as list of parts, instructions, equipment, supplies, work schedule, weekly calendar, and mowing schedule.

Refers to weekly and weekend work schedule, list of parks, equipment, supplies, memorandums, mowing schedule, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles, equipment and machinery such as weed eater, blower, mower, edger, truck, trailer, etc.

Performs routine maintenance on equipment such as changing oil, oil filters, air filters, blades, etc.

Uses a variety of tools such as blower, rake, shovel, pitchfork, standard office tools, etc.; a variety of supplies such as janitorial supplies, mixed gas, weed eater line, gloves, bleach, disinfectant foam, towels, insect sprays, general office supplies, etc.; and a variety of computer software such as word processing, spreadsheet, database, accounting, or other programs.

Meets and deals with the public in a professional, helpful and pleasant manner. Acts as a good-will ambassador for the Authority at all times. Maintains a professional, cooperative working relationship with other staff members.

ADDITIONAL JOB FUNCTIONS

Sets up and breaks down special events.

Monitors special events.

Performs pressure washing.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in turf management or related field supplemented by one to two years of grounds and facility maintenance experience; or any equivalent combination of education and experience, which provides the required skills, knowledge, and abilities. Bachelor's degree in turf management or a related field with experience in electrical, plumbing, irrigation and/or landscaping preferred. Valid category 24 ornamental and turf pesticide applicators license holder preferred. Must possess a valid State driver's license; CDL license preferred. Must be capable of obtaining CDL and pesticide license within 6 months of employment if not currently held.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of types of maintenance equipment including fork lift, power tools, lawn mower, mechanic's tools, carpenter's tools, etc. Must be physically able to exert up to one hundred pounds of force occasionally and/or fifty to one hundred pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Must be able to lift and/or carry weights of approximately fifty to one hundred pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, equipment manuals, instructions, etc. Requires the ability to prepare simple records and forms with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend received information.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using specialized machinery; and to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Parks Department as they pertain to the performance of duties of the Groundskeeper. Has knowledge of the methods, practices, and procedures of groundskeeping and general maintenance as they pertain to the performance of duties of the position. Has thorough knowledge of the methods and procedures involved in the installation and maintenance of parks and recreation areas. Has good knowledge of the various specifications/standards that relate to work activities and is able to ensure implementation and enforcement

of same. Is able to effectively provide supervision and direction as required to maintain standards of operations. Is skilled in independent decision-making, judgment, and discretion as necessary to perform routine and non-routine tasks. Has knowledge of the tools and materials used to perform installation and repair of water and sewer lines and related items. Is able to communicate effectively with supervisors, crewmembers, and members of the general public, and all other departments. Is able to read, understand, and interpret blueprints, maps, and charts. Is able to compile, organize, prepare, and maintain an assortment of records, reports, and logs in an effective manner. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc. Has the mathematical ability to handle required calculations. Has knowledge of the established standards of productivity and quality of work to be maintained in the performance of the job. Is able to organize and prioritize daily assignments and work activities. Has knowledge of how to estimate materials and supplies required to complete various tasks. Is skilled in the safe and effective operation of equipment and tools used to perform job functions. Is able to learn and utilize new skills and information to improve job performance and safety. Is capable of strenuous manual labor in the performance of skilled tasks. Has comprehensive knowledge of the terminology used within the department.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all VLPR departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Authority.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Authority and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.