

CITY OF SPRINGTOWN JOB DESCRIPTION

JOB TITLE: **Grounds Keeper Maintenance** **PAY GRADE:** **2**
DEPARTMENT: **Park Maint./Park & Recreation** **FLSA STATUS:** **Non-Exempt**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Under direction of the Public Works Supervisor, employee performs works related to the maintenance of City owned parks and properties.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Public Works Director. This position provides direct supervision for grounds keeper maintenance operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- To perform work necessary to provide direction and administration to the Park Department. Perform tasks on his/her initiative showing the highest level of professional judgment to oversee Park projects. This position coordinates with the Public Works Director daily.
- Operates various types hand tools and power tools in the maintenance of parks and buildings; mows lawn with riding lawnmower, push mower, or tractor, operates weed eater for extended periods of time, uses shovels, picks, clippers, hand pruner, chain saw, wrenches, etc. to perform duties such as edging, trimming trees and shrubs, planting trees, shrubs, and flowers, repair and maintenance of equipment and playground equipment, installing playground equipment, etc. in a safe manner.
- Cleans park grounds area, playground area, and other City owned properties by picking up trash, broken glass bottles, and any other types of debris, and dumping into appropriate receptacle; water park grounds as required; sweeps sidewalks, cleans rest rooms, pavilions,, etc. to maintain clean and safe environment for visitors.
- Distributes fertilizer, uses herbicides and insecticides to treat lawns, shrubs, trees and right-of-way areas in a safe manner.
- Performs building maintenance duties such as painting, makes minor repairs of buildings such as plumbing.
- Installs, repairs, and maintains playground equipment.
- Performs manual labor duties such as digging holes, pouring cement, setting fence posts, preparing plant area, etc. in a safe manner.

- Performs minor maintenance duties of equipment such as changing oil.
- Monitors park area to ensure safety of all visitors such as ensuring all pets are on leash and reporting any suspicious activity to proper authorities.
- Moves furniture and other equipment as required or assigned.
- Maintain and repair drip irrigation and sprinkler systems located in park or city owned properties in an accurate and timely manner.
- Working closely with Police Department to ensure security for visitors. Works closely with Animal Control to remove animals from Park area that may become a threat to park visitors.
- Performs other duties as required or assigned. Assist Public Works with the street maintenance and water or sewer repairs as required.
- Participate in weekly On Call Rotation.

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

High School diploma or General Education Degree; minimum of five years experience in Park maintenance and repair operations.

LICENSES AND CERTIFICATES

Valid Class C Texas drivers' license. May be required to attain Texas Structural Pest Control License.

PHYSICAL ABILITIES

Ability to communicate in the English language both orally and in written form. Ability to establish priorities. Ability to follow oral and written instructions. Ability to instruct all Public Works crews in performing their duties to the best of their ability. Ability to develop and maintain a positive working relationship with fellow employees, subordinates and the general public. Ability to walk, stand and kneel for extended periods of time. Ability to carry items weighing up to 100 pounds and lift to a height of 3-5 feet. Ability to perform heavy manual labor in conditions of extreme heat and cold, and in the presence of extreme noise, dust, filth and possible mechanical hazards. Ability to use hand or power tools. Ability to drive in a safe and responsible manner.

The City of Springtown is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Springtown will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description

Employee's Signature

Date

Supervisor's Signature

Date