

# GROUNDS KEEPER

FLSA STATUS - Non-Exempt

## DESCRIPTION OF WORK

Under general supervision, performs a wide variety of unskilled and semi-skilled maintenance and construction work on City parks, cemeteries, recycling center, and related facilities.

## DUTIES-EXAMPLES OF WORK

### ESSENTIAL DUTIES:

Performs and leads seasonal workers in a wide variety of maintenance work requiring the operation of such tools and light and medium equipment as large mowers, sprayers, jackhammers, trenchers or back hoes; patches roads; waters and mows lawns; sweeps cut grass; lays sod; aerates grass; maintains irrigation systems; applies fertilizers and herbicides; plants trees, shrubs and flowers; open and closes graves; sets up for funerals; removes snow; raises sunken headstones; back-fills and tamps sunken graves; assists public by locating grave sites; trims trees, grinds stumps and chips branches into mulch; hauls dirt and gravel; cleans and performs routine maintenance on tools, equipment and facilities; operates other equipment as required; updates cemetery map and directory of burials.

At the Recycling Center, receives recycling materials from the public; unloads and sorts recycling materials; weights, records and loads trailer; operates forklift; sets up boxes on pallets; bales aluminum and cardboard and readies for sale; prepares shipping and monthly reports.

OTHER DUTIES: Installs Christmas lights; assists other sections by stripping and refinishing floors and performs custodial and janitorial duties; performs related duties. Performs work in the operation of the city's recycling center.

## QUALIFICATIONS

Working knowledge of the methods, materials and equipment necessary for grounds, turf and facilities maintenance activities.

Working knowledge of the basic maintenance of equipment.

Some knowledge of or ability to learn turf irrigation and fertilization.

Ability to ensure compliance with and follow standard safety practices and procedures common to maintenance and construction work.

Ability to learn the values and re-use potential of materials.

Ability to perform manual tasks.

Ability to follow written and verbal instructions.

Ability to perform routine mathematics.

Ability to establish and maintain effective working relationships with other employees and the public.

## PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform heavy physical work and to lift and carry up to 100 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate back hoe, chain saws and similar tools and equipment and a vehicle;

Ability to talk and hear in person, by telephone and two-way radio; ability to hear malfunctions of equipment;

Ability to see and read instructions, manuals, maps, entries in cemetery directory and similar documents.

**EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school and one year of experience in grounds maintenance work, janitorial work and/or operating equipment.

**SPECIAL REQUIREMENTS:** Possession of a Class B CDL.

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