



JOB DESCRIPTION

JOB TITLE:	Grounds Maintenance Worker	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	GRADE:	K03
REPORTS TO:	Public Works Supervisor	DATE:	5/1/2021
BARGAINING UNIT:	KGEA		

SUMMARY:

Responsible for performing maintenance, repair, and construction duties associated with City parks, grounds, trails, landscaping, irrigation, and cemetery.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Participates in the maintenance of parks, grounds, trails, landscaping, irrigation, and cemetery.
- Mows, trims, edges, fertilizes, and waters parks, playing fields, and other landscaped areas; weeds, prunes, mulches, fertilizes, and sprays trees, plants and shrubbery; prepares soil for planting; seeds and re-sods lawn areas.
- Participates in forestry operations, including planting, pruning, trimming, cutting, and removal.
- Installs, repairs, and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; reads and interprets standard plans, specifications, blueprints, and schematics; prepares as-built sketches.
- Inspects assigned areas; corrects or reports safety hazards; cleans and maintains park grounds, athletic fields, paved areas and paths; grooms and prepares ball fields and other park facilities for public use.
- Maintains and performs repair work on a variety of park facilities and equipment; replaces lighting; may paint facilities, assists with plumbing and carpentry work; builds concrete forms and assists with finishing work.
- Participate in cemetery operations.
- Performs snow removal and salt application as required.
- Operates and maintains a variety of hand and power landscaping tools and equipment; operates trucks, trailers, and tractors with attachments.
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.

GROUPS MAINTENANCE WORKER

ESSENTIAL FUNCTIONS: (continued)

- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Maintains basic records of work performed.
- Assists other Divisions of the Public Works Department as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

High School diploma/GED; AND one (1) year of grounds maintenance experience; OR an equivalent combination of education, training, and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan CDL Driver's License, Class A with Tanker "N" endorsement within three (3) months of date of employment.

Required Knowledge and Skills

Knowledge of:

- Methods and materials used in general building and above-ground and underground facilities maintenance and repair work.
- Methods and practices of pavement maintenance and repair.
- Operation and capability of various trucks and light construction equipment.
- Techniques of cement construction, pouring, and finishing.
- Use and minor maintenance of commonly used hand and power general maintenance tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Basic record keeping practices.
- Basic painting, plumbing and carpentry methods, tools and techniques.

Skills in:

- Operating a variety of construction equipment skillfully and safely.
- Performing maintenance and repair of grounds and facilities.
- Measuring and calculating angles, lengths and volumes.
- Estimating necessary materials and equipment to complete assignments.
- Safely using and maintaining hand and power tools related to the work.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Using initiative and independent judgment within established procedural guidelines.

GROUNDS MAINTENANCE WORKER

Skills in: (continued)

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Working without close supervision in standard work situations.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a field maintenance setting, use standard office equipment and stamina to perform heavy labor for extended periods of time; agility to perform maintenance activities and operate equipment; strength to lift and carry up to 100 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in a field setting.

Work is subject to performance in confined spaces, and under exposure to environmental conditions, hazardous chemicals, gasses, noxious odors, dust and extensive driving.