

## GEORGETOWN-SCOTT COUNTY PARKS & RECREATION

**POSITION TITLE:** Grounds Maintenance

**POSITION CLASSIFICATION:** Non-exempt

**GRADE:** 4

**DEPARTMENT:** Parks Maintenance

**IMMEDIATE SUPERVISOR:** Parks Maintenance Manager and/or Parks Maintenance Assistant Manager.

**SUPERVISES:** Parks Maintenance Personnel (part time)

**CHARACTERISTICS OF POSITION:** Under general supervision, performs semi-skilled, and/or manual labor work activities in the construction, maintenance and cleanliness of City and County parks and facilities; performs related duties as required.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Responsible for the mowing/trimming of all parks, playgrounds, and athletic fields which include baseball, softball, soccer, and football. Prepares all athletic fields as needed to include dragging, chalking, painting, and watering. Assists with year-round maintenance of athletic fields such as adding sand and dirt, seeding, fertilizing, and spraying for weeds. Removes and disposes of trash from all parks and surrounding areas daily. Cleans restrooms and replenishes all paper products and supplies on a regular basis. Paints all facilities and equipment in parks when necessary. Removes snow and ice from driveways, parking lots, and sidewalks when necessary. Inspects and cleans tennis and basketball courts routinely. Replaces nets at tennis and basketball courts when needed. Inspects and repairs bleacher units when necessary and assembles new units when purchased. Inspects playground equipment on a regular basis and repairs if needed. Performs preventative maintenance duties on vehicles and equipment. Operates motorized equipment, including mowers and tractors, weed eaters, etc., safely and efficiently. Cleans and properly stores equipment after use. Performs or assists in taking yearly inventory of all maintenance equipment and supplies. Must be able to work a flexible schedule that will include days, nights, and weekends.

**Non-essential:** May perform other related duties as assigned by supervisor Parks and Recreation Director.

### **QUALIFICATIONS/REQUIREMENTS:**

**Education, Training, Experience:** Graduation from high school or equivalent (GED). Experience in construction and/or maintenance and repair.

**SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:** Knowledge of equipment, materials, methods, and techniques used in the construction, maintenance, and cleanliness of departmental grounds and facilities. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, supplies, and procedures.

**Skills:** Skills in use of standard maintenance equipment.

**Abilities:** Ability to perform manual labor for extended periods of time. Ability to comply with established safety standards. Ability to operate motorized equipment. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with department employees and the general public. Possess mechanical aptitude, manual dexterity, and good physical condition.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license required.

**ADDITIONAL REQUIREMENTS:**

**Instructions:** Detailed and specific, covering most aspects of the work.

**Processes:** Work varies slightly, seldom required to take different, new, or unusual approaches in completing work.

**Review of Work:** Completed work is spot-checked.

**Analytical Requirements:** Duties are of routine nature.

**Work Environment:** Inside and outside.

**Availability:** Must be able to respond to calls in emergency situations at all hours; must be able to work irregular hours when needed.

**Physical Demands:**

**Lifting:** Lifts heavy objects of more than 75 pounds on a routine basis. Requires stooping, bending, walking, and standing. May work outside in inclement weather.

**Use of Equipment:** Uses tools and equipment assigned to department.

**Vehicle Operation:** May operate vehicle; other light, medium equipment assigned to department.