



Job Status: Full-time Hourly, Seasonal

Reports to: Parks Groundskeeper Supervisor and Parks & Recreation Director

Supervisory

Responsibilities: NONE

I. GENERAL FUNCTIONS

Maintain the City and Parks and Recreation (P&R) designated buildings, grounds, and equipment. Full-time hourly, seasonal position. This position will include mowing, weed eating, ball field preparation, swimming pool maintenance, and general upkeep of all city parks and buildings. Minimum age requirement: 17 years old.

II. TYPICAL DUTIES & RESPONSIBILITIES

1. Prepare and maintain P&R grounds and playing fields to include; mowing, spraying, tree trimming, dragging and leveling field surfaces, marking fields, repairing and upgrading field facilities, and setting up bleachers and trash barrels, etc.
2. Prepare and maintain P&R buildings and structures prior to programs and events.
3. Assist other city staff in maintaining the swimming pool.
4. Perform basic repair and maintenance to vehicles, machinery, equipment, and tools.
5. Work cooperatively with other P&R and city staff.
6. Respond effectively to assignments from the P&R Director or designated staff.

III. ESSENTIAL FUNCTIONS (include but are not limited to)

This person must have the ability to successfully accomplish the following with or without reasonable accommodation:

- Safely operate a motor vehicle and equipment in all varying environmental conditions.
- Safely operate hand or power tools necessary to perform job duties.
- Conduct inspections and maintenance of facilities and equipment on location in all weather conditions, utilizing such protective clothing, equipment, and procedures as required by Federal, State, or City regulations or as required by insurance carriers for the City of Crete. Safely conduct inspections in areas of limited space, or areas to which access may entail climbing, crawling, kneeling, stooping, lying on the ground, or other physical exertion to gain access, in areas of extreme temperature and/or humidity.

- Follow established procedures for the routine maintenance of facilities, grounds, and equipment adhering to budget and management directive.
- Identify unsafe environmental, equipment, and structural conditions and initiate appropriate responses.
- Safely perform duties on wet or dry surfaces of various textures and slope. Perform work during extended exposure to sunlight, treated water, and varying temperatures.
- Safely perform equipment maintenance and repairs.
- Use appropriate protective clothing, equipment, and procedures as required by Federal, State, or City regulations, or as required by insurance carriers for the City of Crete.

IV. DESIRED KNOWLEDGE, SKILLS, ABILITIES

1. General knowledge of basic electrical, plumbing, carpentry, construction, and mechanical principles and practices.
2. Basic knowledge of modern pool system principles and maintenance practices.
3. Thorough knowledge of modern grounds keeping principles and practices.

V. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Ability to work and communicate effectively with people of all ages and backgrounds.
2. Ability to safely operate basic power tools.
3. Ability to safely operate lawn mowers and weed eaters.
4. Ability to work outdoors in a variety of weather conditions.
5. Ability to communicate effectively, orally and in writing, in English.

VI. DESIRED QUALIFICATIONS

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like and similar positions and who currently hold a valid driver's license.

VII. MINIMUM QUALIFICATIONS

1. Possess a valid driver's license.
2. Must be at least 17 years of age
3. Must be able to legally work in the United States.

VIII. WORK TYPE

Heavy work classification (as described by ADA).

Employee Acknowledgement of Job Description

I have read and understand the essential functions of the position, and can perform the essential functions with or without reasonable accommodation.

Signed: _____ Date: _____