



CITY OF CRETE Park Groundskeeper I

Job Status: **Non-Exempt; Full-time**

Reports to: **Public Works Director/Park & Rec Director**

**Supervisory
Responsibilities:** **No**

I. GENERAL FUNCTIONS

Performs both skilled and unskilled grounds activities in order to carry out maintenance and operation of Park and Recreation programs, buildings, grounds, open spaces and parks for the City of Crete. Non-exempt, full-time, hourly position.

II. ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES

- Present clean, professional appearance in uniform/clothing appropriate to the position.
- Shorts allowed in certain tasks, otherwise long pants and shoes appropriate to duties.
- Maintain City grounds and athletic fields attractive and free of hazards and debris.
- Interact with staff, volunteers, and visitors to provide park information, safety information or education on local rules or demonstrations of safety or best practices.
- Conduct planting, regular inspection, and care of trees/plantings in public spaces. Assist tree inventory, resource management, and tree debris processing efforts.
- Perform snow removal of identified City properties (sidewalks, stairs, access spaces, parking areas, lots, event spaces) to ensure safe and timely access to all City facilities.
- Ensure clean park restrooms, including sanitary toilets and sinks, stocked toiletry items (toilet paper, paper towels, and soap), wiping down walls, doors, mirrors. etc.
- Perform landscaping duties including mowing, fertilizing, seeding, watering, raking, weeding and trimming shrubs/trees installing or repairing retaining walls, edging, etc.
- Empty trash bins and pick up litter, limbs debris. Haul to the transfer station, as needed.
- Safely operate all hand tools, power tools, mowing equipment or other park equipment.
- Safely operate snow blowers, leaf blowers, chain saws, and other power equipment.
- Inspect, maintain and properly store equipment, vehicles and promptly report defects.
- Set up facilities for public use and promptly report damage or concerns to Supervisor.
- Assist in construction of park facilities, clearing, grading, drainage or foundation work.
- Prepare parks and swimming pool for daily or seasonal openings and closings.
- Perform assigned maintenance duties at buildings, non-surface roads, and parking lots.

- Promptly report all maintenance, custodial, safety concerns or repairs to Supervisor.
- Perform related duties as required.

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate proficiently, orally and in writing, in English.
- Ability to communicate, in a clear and concise manner, with persons of various ethnic backgrounds, education levels, age, and communication abilities.
- Ability to use a personal computer, email, department software and electronic reports.
- Ability to legally and safely operate motor vehicles as required for the position.
- Ability to work independently across multiple job site with limited supervision, participate in staff trainings, and demonstrate safe work practices at all times.
- Knowledge in the safe use of pesticides, fungicides, turf chemicals and fertilizers.
- Knowledge in tree health, lawn/turf care, landscaping, and arborist/forestry practices.
- Skills in operation of standard lawn care and light construction equipment and vehicles.
- Ability to meet the physical demands required by this position.

V. MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Nebraska driver's license.
- Must be at least 18 years of age.
- Must have high school diploma or GED.
- Must be legally authorized to work in the U.S.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

This position will involve exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, fumes, and other substances. Ability to handle extreme temperatures and harsh weather conditions. This position has a medium work classification requiring 20-50 pounds of force occasionally, 10-25 pounds frequently, and routinely lifting up to 10 pounds to move objects. Must frequently bend, stoop, kneel, climb, push, pull, reach and walk and utilize manual dexterity and motor coordination to perform grounds duties.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I acknowledge that I have read and understand the essential functions for the position of Groundskeeper and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date