

CITY OF BUSHNELL

JOB DESCRIPTION # 28

P/T GROUNDS KEEPER

PAY GRADE 2

\$11000.00 – \$18150.00

Non-exempt

DEPARTMENT: Public Works

GENERAL DESCRIPTION:

Part-time semi-skilled manual labor in connection with maintaining various grounds, fields, courts, and facilities. Including custodial work associated with public works, parks & recreational facilities. Work is performed under the supervision of the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Maintaining grounds, fields, courts and parks by performing mowing, weeding, tilling, raking, digging, watering, fertilizing, etc. and other manual labor.
2. Sprays grounds with over the counter chemicals, insecticides and herbicides, etc.
3. Installs turf and seeds on field, parks and other grounds.
4. Performs custodial work in buildings and offices including cleaning and sanitizing restrooms and other facilities, setting up facilities for rentals/events, cleaning floors, etc.
5. Performs litter control functions.
6. Operates grounds keeping and equipment including but not limited to edger's, blowers, weed eaters, tractors, mowers, z-turn mowers, chainsaws, power tools, etc.
7. Assists in building maintenance and repair.
8. Builds and repairs a variety of fences.
9. Repairs and preventative maintenance on playground equipment, assigned tools/equipment and vehicles.
10. Shall perform other such duties as may be delegated from time to time.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of tools and equipment necessary to do park maintenance related work. Knowledge of landscape maintenance and turf installation. Knowledge of grounds keeping practices and principles. Knowledge of tools, materials and

equipment used in building, custodial and related work. Ability to follow read and understand written and oral instructions. Ability to perform heavy manual labor. Ability to operate motor vehicles, light trucks, tractors, light construction equipment and a variety of other maintenance type equipment. Ability to learn maintenance procedures for equipment. Ability to deal tactfully with the public in providing information and/or with the enforcement of city regulations.

EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or possession of an acceptable equivalency diploma preferred. Two (2) years experience in general grounds maintenance.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Good driving record and possession of a valid Class "B" Commercial Florida's Drivers License and/or obtain Class "B" within six months of employment.

Community CPR and First Aid Certification and/or ability to obtain within six months of employment. Ability and willingness to become certified, receive training and/or obtain membership in areas deemed appropriate by management.

ESSENTIAL PHYSICAL SKILLS:

Heavy lifting and carrying (45 pounds or over).
Acceptable eyesight (with or without corrections).
Acceptable hearing (with or without correction).
Ability to communicate both orally and in writing.
Pulling, pushing, balancing.
Walking, standing, kneeling, bending, stooping, sitting.
Driving.

ENVIRONMENTAL CONDITIONS:

Works inside and outside in varying and sometimes extreme weather conditions.
Exposure to chemicals, insecticides, herbicides, solvents and oils.
Exposure to grass clippings, dirt, clay and dust.
Heights (up to 20 feet).

MARGINAL/SECONDARY JOB FUNCTIONS:

May be assigned to operate heavy equipment on a temporary or emergency basis.
May be assigned to work on Sanitation Commercial or Residential routes occasionally.

PARKS KEEPER

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Performs minor carpentry, electrical, and irrigation work.
Washes and cleans vehicles and equipment as necessary.
All other duties as assigned by immediate supervisor or other management staff.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)