

City of West Carrollton, Ohio

An Equal Opportunity Employer

POSITION TITLE: GROUNDS MAINTENANCE SPECIALIST

DEPARTMENT: PARKS AND RECREATION

Employment Status: Full-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is skilled and semi-skilled work in the City of West Carrollton's Department of Parks and Recreation. An employee in this class is responsible for the performance of a variety of types of skilled and semi-skilled labor, along with physical labor associated with the upkeep and appearance of the exterior landscaping of all City buildings, parks, right-of-ways, and recreation facilities. Duties are performed under the limited direction of the General Maintenance Supervisor.

EQUIPMENT & JOB LOCATION: This position requires a thorough knowledge of the operation of tools and equipment, including: a variety of hand and garden tools, lawn mowers, tractors, transportation vehicles, and construction vehicles. The primary work site is the City's parks, right-of-ways, and the City's recreation facilities.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Maintains the exterior landscaping of all City buildings, right-of-ways, and recreation facilities.
- Responsible for planting and removing trees, plants, flowers, and shrubs as necessary; performs other lawn care activities such as mulching, weeding, trimming, and fertilizing.
- Installs and repairs irrigation equipment.
- Applies chemical weed control.
- Operates a variety of vehicles, machines, and equipment appropriate to job-related tasks.
- Operates light equipment such as tractors and mowers.
- Performs maintenance on tools and equipment as necessary.
- Performs seasonal work such as snow removal and lawn mowing.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Coordinates activities with the Service Department when necessary, including snow removal.
- Assists with the preparation of fields for games (baseball, softball, football, and soccer), including dragging and lining the field.
- May occasionally supervise seasonal employees.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Thorough knowledge of landscaping and grounds maintenance and corresponding techniques.
- Thorough knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.

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- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
 - Thorough knowledge of the techniques associated with pesticide and fertilizer application.
 - Ability to operate maintenance tools and vehicles.
 - Ability to understand and execute oral and written instructions.
 - Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
 - Ability to work under the limited direction of the General Maintenance Supervisor.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent, supplemented by some responsible experience in grounds maintenance and landscaping; or any combination of training and experience that provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a Commercial Pesticide Applicator's License.
- Ability to work other than normal working hours, and to work various shifts as necessary.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understood the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

(Employee Signature)

(Date)

(Approval of Appointing Authority)

(Date)