



GROUNDSKEEPER I

Employment Status: Part-Time

FLSA Status: Non-Exempt

Reports To: Park Maintenance Technician II, Senior Recreation Supervisor

Approved: September 1, 2010

Revised: April 19, 2016

Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of the Park Maintenance Technician II or Senior Recreation Supervisor, performs general grounds keeping and maintenance tasks for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Performs routine park maintenance such as cutting grass, preparing ball fields, trimming and planting trees and shrubs and applying chemicals such as pesticides or herbicides.
- Performs general clean-up in park areas.
- Installs and makes routine repairs to park equipment, including playground equipment, soccer goals, backstops, bleachers, park benches and picnic tables.
- Performs routine building maintenance, including repairs to light fixtures, doors, windows and to system for plumbing, heating and air conditioning.
- Assists in snow and ice removal operations, including application of salt and shoveling of walks.
- Winterizes and performs off-season maintenance on park equipment.
- Works in all weather conditions and in all terrain conditions.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.



GROUNDSKEEPER I

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 17 years of age.
- Any combination of training or experience which provides the necessary knowledge, skills, and abilities may be accepted.

PREFERRED EDUCATION AND EXPERIENCE

- One (1) year or more of park maintenance experience or related field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Ability to obtain and maintain CPR, AED and First Aid certifications, as job assignment requires.
- Basic knowledge of mowing and use of power, lawn and garden tools.
- Ability to safely to operate all types of mowers and vehicles necessary for all grounds and building maintenance and routine repair.
- Ability to safely operate all types of hand tools and motorize equipment necessary for all ground and building maintenance routine repairs.
- Ability to move, load and unload materials and supplies -- including branches, salt, fertilizer, motorized equipment, outdoor furniture and 55 gallon trash receptacles – required for the maintenance and routine repair of grounds and buildings.
- Strong oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Demonstrated ability to safely work and dispose of chemical and cleaning materials.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 100 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Steps vertically three feet to enter a Township vehicle.
- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Grips, lifts, carries, loads and unloads from all necessary Washington Township authorized equipment.
- Any other physical requirements as job changes.