

TOWN OF AVON JOB DESCRIPTION

Job Title: Seasonal/Part Time Park Groundskeeper (weekend and evening)

Exempt: No

Pay Grade: \$9.52-12.39

Reports To: Director of Parks Operations

Work Shift: 24 to 32 hours

Department: Public Works

Date: August 2019

JOB SUMMARY

Groundskeeper performs custodial and maintenance activities for Avon Town Hall Park and surrounding physical grounds. This position works as a member of a team. Groundskeepers work under general supervision and perform most tasks with some independence.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities described below are indicative of what the Groundskeeper may be asked to perform; other duties may be assigned.

Essential Functions:

- Maintain Town Hall Shelter including locking restrooms at night, cleaning restrooms and shelter between uses on weekends, and managing the shelter rental schedule
- Patrolling and maintaining the park during the weekend
- Cleans sidewalks and picks up leaves, fallen branches and litter
- Mows, fertilizes and weeds Town Hall Park and grounds
- Trims and prunes tree branches and shrubs
- Operates and performs maintenance on power lawn mowers such as changing oil, parts lubrication, and adjustment
- Repairs benches, playground equipment, and sprinklers.
- Irrigates gardens, lawns, and trees
- Treats grounds as needed to prevent hazards (ice melt in winter, etc.)
- Paints building surfaces, bleachers, picnic tables, and signs
- Sets up or removes folding tables, chairs, barricades, traffic cones or similar objects
- Digs up ground for flower beds, ditches, and holes for sign posts
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and Experience:

- No diploma or degree needed
- This position may require the use of a personal or Town vehicle. Individuals must be capable of operating the vehicles safely, possess a valid Indiana Driver's License, and have an acceptable driving record

Skills and Abilities:

- Ability to learn the functions of a Groundskeeper including: cleaning, maintenance, gardening methods, irrigation techniques, operation of motorized equipment such as push and riding lawn mowers, string trimmers, edgers and hedge shears; and proper use of various hand tools such as hammers, wrenches, picks, shovels, rakes and saws
- Understand and follow oral and written instructions
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job setting
- Work cooperatively with other Town employees and the general public
- Work safely without presenting a direct threat to self or others
- Ability to maintain a professional manner when dealing with the public
- Ability to organize, prioritize and carry out tasks with minimal supervision

Language Skills:

- Ability to communicate effectively with other Town employees, supervisor, and the general public
- Ability to communicate effectively in both written and verbal form

Reasoning Skills:

- Ability to organize time and resources
- Ability to define problems and deal with a variety of situations
- Ability to think quickly, maintain self-control, and adapt to stressful situations
- Ability to use good judgment and effectively solve problems

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include primarily physical activities such as climbing, balancing, stooping, kneeling, crouching, standing, reaching, walking, lifting (up to 50 pounds), grasping, feeling, pushing, pulling, talking, hearing/listening, seeing/observing, and repetitive motions
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus

Work Environment:

- Ability to work in different weather conditions with exposure to the elements
- Ability to perform repetitive activities
- Ability to work in continuous or intense noise
- Ability to work in high or low temperatures
- Ability to work in a dirty environment (situations in which clothing easily becomes dirty)