

CITY OF PRIMGHAR

POSITION DESCRIPTION

TITLE: As Needed Seasonal Grounds Keeper

DEPARTMENTS: Parks, Building, Facility Management, Golf and Maintenance.

JOB FUNCTIONS: Responsible for maintenance of parks and city-owned property.

JOB RESPONSIBILITIES:

Grounds:

1. Maintain grounds on all City property as needed. These duties will include: empty trash, sweep floors, clean restrooms, and others as assigned.
2. Trim and/or remove (or arrange for such) trees on City property as needed.
3. Inspect park playground equipment and repair or replace (or arrange for such) as needed.
4. Spray weeds (or arrange for such) when needed.
5. Trim, mow, and rake leaves.
6. Maintain (or arrange for such) all city property structures as needed.
7. Maintain City trails as needed.
8. Paint lines for parking spaces and any other projects that need painting

Equipment:

1. Operate job required equipment on appropriate applications as needed.
2. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.

Miscellaneous:

1. Keep an accurate time card and submit it bi-weekly. Hours will be on an as needed basis. Work schedule will be dictated by supervisor and workload.
2. Notify your supervisor directly if you find it necessary to leave work early.
3. Notify your supervisor directly if you are unable to be present for work or unexpectedly detained. Upon your return, report directly to your supervisor.
4. Dispose of dead animals and other disposable items as needed from city property.
5. Give input to your supervisor on planned projects and needs to be included in the annual task listing or for budget planning.
6. Be aware of all city policies as listed in the City of Primghar's Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Primghar City Council.
7. All other duties as may be needed or assigned.

CONTACTS: The incumbent in this position makes frequent contact with other City of Primghar employees and the Mayor to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED: Pick-up trucks, mowing equipment, various hand and power tools, and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required.
- B. License – valid Iowa Driver’s License
- C. Some knowledge and/or training in heavy equipment operation and maintenance preferred. Due to the nature of the tasks to operate heavy equipment, all applicants must be at least 18 years of age.
- D. Experience – No experience required. Some experience in grounds maintenance or related areas preferred.
- E. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the City
- F. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.
- G. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizens’ expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

This job is a seasonal as needed position with less than 6-month employment. There are no benefits associated with this position.

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____