

# BOARDMAN TOWNSHIP PARK DISTRICT

## POSITION DESCRIPTION

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**CLASSIFICATION TITLE:** GROUNDSKEEPER/MAINTENANCE PERSON

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**FLSA STATUS:** Non-exempt  
**EXEMPT TYPE:** Not Applicable

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**EMPLOYEE STATUS:** Part-time/Full-time  
**REPORTS TO:** Operations Supervisor and Executive Director

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### OVERALL JOB OBJECTIVES:

The Position performs various grounds maintenance and landscaping procedures in an effective, efficient and safe manner, resulting in Grounds and Facilities that are well-maintained and presentable to the Public. Responsibilities include but are not limited to: performing a variety of maintenance and landscaping tasks to grounds and facilities of the Park District and properly operating the equipment owned or leased to the Park District. The Position requires application of clearly prescribed and generally accepted maintenance and landscape practices or methods, and requires that daily assigned tasks be adhered to. The Position requires some evening and weekend work. The Position must provide excellent customer service and perform duties in a manner in accordance with the Park District's adopted mission statement, which states: To provide a diversity of recreational opportunities in an environment that lends itself to pleasant family experiences and to preserve areas of natural habitat.

### ESSENTIAL FUNCTIONS (PRIMARY DUTIES):

The following Work responsibilities are representative of the types and level of work for this Position, but do not necessarily describe any specific work assignment.

**THE DUTIES LISTED BELOW 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 Position requires that all behaviors comply with the policies and rules found in the Park District Employee Handbook and all other policies of the Park District.

The Position will be required to mow and trim grass; shovel snow; assorted landscape duties; light electrical, painting, plumbing, carpentry; plant flowers, shrubs and trees; remove weeds and other debris from landscape beds, water and fertilize plants, and athletic field maintenance, and any other job/task that supervision assigns.

The Position will be required to perform but not limited to the following tasks in a professional and workmanlike manner:

- mow and trim grass;
- shovel snow;
- assorted landscape duties;
- light electrical, painting, plumbing, carpentry;
- plant flowers, shrubs and trees;
- remove litter and other debris from the Grounds and Facilities of the Park District;

- remove weeds and other debris from landscape beds,
- water and fertilize plants,
- athletic field maintenance,
- repair and maintain picnic tables and benches,
- repair and maintain fences, playgrounds, buildings, and other structures,
- in addition, any other job/task that supervision assigns.

The Position will be required to gather/collect tools, equipment, and supplies to be used at work sites. Furthermore, the Position will use the tools properly and safely, and according to the assigned task. The Position will be required to maintain tools and equipment and keep supplies and parts in order. Inspect and lubricate equipment and machinery prior to and after each use according to instructions provided in the owner's manual.

The Position shall clean equipment and machinery after each use, and notify supervisor of any problems with tools or machinery so proper maintenance can be performed.

The Position will operate push mowers, zero turn mowers, riding mowers, tillers, snow throwers, tractors, trucks, weed whips, power tools, augers, and other maintenance tools, and will exercise care and caution while operating all the above mentioned equipment. Must have the ability to lift (50) lbs. on a regular basis and may need to lift (100+ lbs on occasion).

Spray insecticides and herbicides to prevent insect and herbaceous infestation pursuant to all local, state and federal laws.

The Position shall complete all necessary and required records, reports and forms.

This individual will need to make proper decisions based upon the common and accepted practices and procedures of Grounds Maintenance and Landscaping, and the technical specifications set forth for the use of the equipment of the Park District.

The Position shall perform all other duties as assigned.

**MARGINAL TASKS (SECONDARY DUTIES):**

The Position will be required to assist caretakers or custodians with their duties for the maintenance of the indoor meeting rooms, open-air pavilions and other facilities.

The Position will perform tasks assigned in order to prepare, operate and clean up for special events and programs.

**SUPERVISES:**

No one, unless instructed to do so by an authorized supervisor.

**EQUIPMENT OPERATED:**

Ability to properly operate trucks, tractors and attachments, snow plows, lawn mowers, grass trimmers, chain saws, pruning tools, and other landscaping tools, carpentry tools, various motorized turf equipment, spreaders, water pumps, air compressors, power painters and other tools and light equipment.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

The Physical Demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position will be subjected to adverse working conditions, exposure to noise, dust, heat, or other disagreeable elements, with one (1) continuously present or with several other elements present.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading.
- Communicating with others.
- Operating assigned equipment according to safety standards.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include:

- Perform manual labor for extended periods of time under unfavorable and/or extreme weather conditions.
- Walking, standing, or sitting for extended periods of time.
- The employee must frequently lift and move up to 50 pounds and occasionally lift and move objects weighing up to 100 pounds.
- Vision abilities required by this position include close vision and the ability to focus.
- Exposure to dust, fumes, loud noises typically encountered in the operation of equipment while maintaining and improving the grounds and facilities of the Park District, and in the operation of a yard waste compost site.
- Stooping, crouching, twisting, squatting, or kneeling to perform the duties delineated herein.

#### **REQUIRED LEVEL OF KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Park District policies and procedures; all applicable safety procedures, general and accepted methods and practices for the safe and efficient operation of equipment.
- Principles and practices of grounds maintenance and landscaping.
- Considerable knowledge of equipment, materials and supplies used in the operation of grounds maintenance and landscaping.
- Traffic laws, ordinances, blue stake requirements, and rules involved in equipment operation.
- Types and care requirements of various trees, shrubs, groundcovers, annuals, and lawns that grow in Park District.
- Types and varieties of rock materials and soil amendments.
- Working knowledge of first aid and applicable safety precautions common in the operation of equipment.
- The safe and proper application of Herbicides and Pesticides pursuant to all applicable local, state and federal laws.

##### **Ability to:**

- Develop and maintain effective working relationships with associates, supervisors, park visitors, and general public; communicate effectively in oral form; read and write; understand, follow, and carry out written and oral instructions; cooperate with co-workers on group projects; perform manual labor tasks for extended periods of time under possible adverse conditions such as heat, dust, rain, mud, etc.
- Operate the trucks and equipment assigned to this position in a skillful and safe manner and according to traffic laws and regulations.
- Attach and disconnect equipment attachments.
- Use graphic instructions, such as field drawings, blueprints, layouts, or other visual aids.
- Observe and monitor objects to determine compliance with prescribed operating and safety standards.
- Make fine, highly controlled muscular movements to adjust the position of control mechanisms.

- Coordinate the movement of more than one limb simultaneously, such as operating a clutch and accelerator.
- Bend or stoop repeatedly over time.
- Travel over rough, uneven, or rocky surfaces.
- Move objects between 50 and 100 pounds short distances (20 feet or less).
- Remain in a sitting position for extended periods of time.
- To perform manual labor for extended periods of time.
- To operate hand and power tools used in assignment.
- To train and supervise other employees if required.
- Work cooperatively with other Park District employees and the general public.
- Work safely without presenting a direct threat to self or others.

**Skill in:**

- Safe operation of equipment and handling of hazardous materials.
- General landscaping and maintenance procedures and methods, basic carpentry, plumbing, landscaping, painting.
- Skill in assessing and prioritizing multiple tasks and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in identifying and recommending solutions to problems.

**QUALIFICATIONS:**

Required – High School diploma or equivalent. Minimum – two (2) years experience in the field of grounds maintenance or landscaping or related field, and any appropriate combination of education, training, course work and work experience that demonstrates the required knowledge, skills and abilities as stated above.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment with Immigration Reform Act requirements.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

- Must possess a valid Ohio Driver's License.
- Upon employment with the Park District, the Position may require an Ohio Pesticide/Herbicide Applicator's License.
- Upon employment with the Park District, the Position will require CPR and AED training and certification.

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand and will perform to the best of my ability, the job duties and requirements specified in this Position Description; and I further understand and agree to perform all duties and tasks in an efficient and professional workmanlike manner.

This Position Description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this Position who will be required to follow other instructions and perform any duties required by the employee's supervisor, the Executive Director of the Park District, or designate.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Boardman Township Park District or myself. Furthermore, I understand that no management official other than the Board of Park Commissioners has the authority to enter into any agreement or contract for employment contrary to the foregoing, or make any oral assurance or promise of continued employment.

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PRINT EMPLOYEE'S NAME

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

**MANAGEMENT APPROVAL**

\_\_\_\_\_  
PRINT EXECUTIVE DIRECTOR'S NAME

\_\_\_\_\_  
SIGNATURE EXECUTIVE DIRECTOR

\_\_\_\_\_  
DATE