

## **GROUNDS KEEPER**

### **DEFINITION**

The purpose of this job is to perform skilled/manual work functions related to maintenance and operation of the Parks & Recreation Department sports fields. Duties and responsibilities include preparing sports fields for practice and games, carrying out a year round sports field maintenance program of sports fields, establishing and maintaining sports field turf, performing janitorial/custodial duties, installing and repairing park structures and equipment, and performing a variety of tasks in the operation and maintenance of the department. Employees in this class are under general supervision.

### **EQUIPMENT/JOB LOCATION**

The employee will use a variety of hand tools and small machinery such as a tractor, edger, aerator, box blade, irrigation equipment, ball field lining equipment, pressure washer, etc. The employee drives a vehicle to sites as needed. The employee will be required to work indoors and outdoors, year-round in all types of weather conditions. The employee may occasionally be required to work in high places.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs tasks related to sports field maintenance (e.g. dragging/raking fields; lining/painting fields; irrigation system operation/maintenance; laying seed/sprigs/sod; fence repair; weed control applications; etc.)
- Performs services and repairs as needed to maintain sports fields and park facilities (e.g. construction projects; minor electrical/plumbing repairs; masonry; carpentry; painting; cleaning restrooms/shop/work areas; etc.)
- Provides manual labor functions as directed (e.g. digging holes/trenches; raking; hoeing; lifting; etc.)
- Operates/maintains equipment and machinery used in sports field and park facilities maintenance (truck/trailer; tractor; turf trickster; edger; tiller; aerator; etc.)
- Receives and completes various forms, work orders, reports and other documents.
- Performs janitorial and custodial maintenance of recreational facilities grounds and buildings: to include restroom maintenance and trash disposal.
- Prepares set up for a variety of events.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Polices park areas
- Supervises part-time and seasonal help as needed
- Performs related maintenance and cleaning tasks as assigned

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of effective methods of sports field preparation
- Knowledge of sports turf installation and maintenance
- Knowledge of basic irrigation procedures
- Knowledge of occupational hazards and safety precautions
- Ability to establish and maintain an effective working relationship with the public and other employees
- Ability to evaluate situations and make decisions
- Ability to perform basic carpentry, plumbing, and electrical work and the knowledge to use necessary tools and equipment in performance of these jobs
- Ability to perform janitorial skills for the maintenance of recreational facilities and grounds
- Ability to work efficiently at heights of 40 feet
- Ability to operate a variety of heavy and light motorized equipment
- Ability to communicate clearly and effectively, both orally and written
- Ability to understand and follow oral and written instructions

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Any combination of training and experience equivalent to:

- Graduation from a standard high school or equivalent
- One year of sports field maintenance experience and lawn care experience
- Possession of a valid Tennessee operator's license
- Lift and move 75 pounds safely and properly
- Physically able to work outside year round
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines, tools, and equipment which includes a computer, calculator, telephone, motor vehicle, sprayer, mower, edger, chain saw, hand tools, carpentry tools, mechanic tools, lawn tools, drafting tools, etc. Must be able to use body members to work, move or carry objects/materials. Must be able to exert in excess of seventy-five pounds occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

**ENVIRONMENTAL FACTORS:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Sports Field Maintenance Worker. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Sports Field Maintenance Worker.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Sports Field Maintenance Worker.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear.

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

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