

## **Seasonal Groundskeeper**

### **SUMMARY/PURPOSE**

To perform routine manual labor involved in grounds, parks, trails, and building maintenance. *Seasonal positions run April 1 – November 1 each year; seasonal appointments shall not exceed 1,040 hours or 185 consecutive days each calendar year, whichever occurs first.*

### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### **SUPERVISION GIVEN**

Does not supervise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist in the maintenance of garden and landscape designs employing appropriate methods, materials, and tools.
2. Perform planting and maintenance of annuals, perennials, turf, and shrubs according to instructions and planned design of landscaped areas.
3. Perform mowing and maintenance of lawns, including string trimming, raking, and watering.
4. Operate and assist in the repair of irrigation and drainage systems.
5. Assist in stump grinding, planting, and watering of trees.
6. Assist in the maintenance of a variety of natural surfaces, boardwalks, and paved trails including mowing, construction, general repair, erosion control, and culvert repair.
7. Perform general maintenance to signage, fences, picnic tables, grills, benches, garbage cans, playgrounds, and other park amenities.
8. Perform minor and preventative maintenance and repairs to tools, equipment, and vehicles.
9. Operate a wide variety of gardening, forestry, and landscaping equipment to include hand tools, power tools, sprayers, mowers, wood chipper, stump grinders, hedge trimmers, pick-up truck, one-ton dump truck, skid steer, and multi-use vehicles with attachments
10. Clean and sanitize restrooms and park facilities.
11. Maintain parks by collecting and disposing of garbage, debris, litter, and abandoned waste.
12. Prepare athletic fields for recreational use, including the installation and removal of temporary fencing and chalking and lining fields.
13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
14. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
2. Knowledge Requirements
  - A. Basic knowledge of methods, tools, equipment, and materials used in carpentry, landscaping, gardening, forestry, trails, athletic fields, and recreational amenity maintenance and repair.
  - B. Knowledge of motor vehicle and traffic laws.

- C. Knowledge of problem-solving and conflict-resolution techniques.
  - D. Knowledge of applicable safety requirements.
  - E. Knowledge of, or the ability to learn, City policies and procedures.
3. Skill Requirements
- A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - B. Skill in managing one's own time.
  - C. Skill in completing assignments accurately and with attention to detail.
4. Ability Requirements
- A. Ability to recognize safety hazards and apply proper safety precautions.
  - B. Ability to drive in a safe and courteous manner.
  - C. Ability to assist volunteers and temporary staff in maintenance operations.
  - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - E. Ability to communicate and interact effectively with members of the public.
  - F. Ability to communicate effectively both orally and in writing.
  - G. Ability to understand and follow instructions.
  - H. Ability to problem-solve a variety of situations.
  - I. Ability to set priorities and complete assignments on time.
  - J. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Basic	EEOC: Service/Maintenance	CSB: 02/07/2023	Class No: 5408
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:

## **SEASONAL GROUNDSKEEPER**

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#### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

#### **SUPERVISION GIVEN**

Does not supervise.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Assist in the maintenance of garden and landscape designs employing appropriate methods, materials, and tools.
2. Perform manual labor planting and maintenance of annuals, perennials, turf, and shrubs according to instructions and planned design of landscaped areas.
3. Perform mowing and maintenance of lawns, including mowing, string trimming, raking, and shoveling on grounds, parks, and watering.
4. Operate and assist in the repair of irrigation and drainage systems.
5. Assist in stump grinding, planting, and watering of trees.
- 4-6. Assist in the maintenance of a variety of natural surfaces, boardwalks, and paved trails including mowing, construction, general repair, erosion control, and culvert repair.
2. Assist with new landscape construction by grading and preparing soil base, laying sod, and seeding.
3. Assist with repair, maintenance and replacement of pipe in irrigation systems.
7. Perform Perform general maintenance to signage, fences, picnic tables, grills, benches, garbage cans, playgrounds, and other park amenities.
- 4-8. Perform minor and preventative maintenance on and repairs to tools, equipment, including fueling, oiling, and checking parts and vehicles.
5. Assist with landscape and playground construction projects, including trenching, walkways, and retaining walls.
6. Operate a variety of hand and power equipment used in grounds maintenance.
7. Assist with maintenance of flowerbeds, trees, shrubs, turf, and other plant material.
8. Sweep and mop floors and stairs.
9. Operate a wide variety of gardening, forestry, and landscaping equipment to include hand tools, power tools, sprayers, mowers, wood chipper, stump grinders, hedge trimmers, pick-up truck, one-ton dump truck, skid steer, and multi-use vehicles with attachments
- 9-10. Clean and disinfect bathroomssanitize restrooms and park facilities.
- 10-11. CollectMaintain parks by collecting and disposedisposing of garbage, debris, litter, and abandoned waste.
11. Perform athletic field preparation and maintenance.
12. Prepare athletic fields for recreational use, including the installation and removal of temporary fencing and chalking and lining fields.
13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
14. Other duties may be assigned.

## JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### 1. License Requirements

- A. ~~Possession of~~ Possess and maintain a valid Minnesota Class D driver's license or privilege.

### 2. Knowledge Requirements

- A. Basic knowledge of methods, tools, equipment, and materials used in grounds, parks, carpentry, landscaping, gardening, forestry, trails, athletic fields, and trails recreational amenity maintenance and repair.
- B. Knowledge of motor vehicle and traffic laws.
- C. Knowledge of problem-solving and conflict-resolution techniques.
- D. Knowledge of applicable safety requirements.
- B-E. Knowledge of, or the ability to safely use hand and power tools and equipment learn, City policies and procedures.

### 3. Skill Requirements

- A. Skill in performing work using various hand tools, power tools the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and motorized modern office equipment.
- B. Skill in safely operating vehicles managing one's own time.
- B-C. Skill in completing assignments accurately and light motorized equipment with attention to detail.

### 4. Ability Requirements

- A. Ability to ~~follow oral~~ recognize safety hazards and written instructions apply proper safety precautions.
- B. Ability to ~~learn and become skilled~~ drive in a safe maintenance methods and procedures and courteous manner.
- C. Ability to establish assist volunteers and temporary staff in maintenance operations.
- C-D. Ability to create and maintain effective a positive working relationships environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with supervisors, co-workers, and the general public team members, fostering safe work practices, and developing trusting work relationships.

### 5. ~~Physical~~ Ability Requirements

- A. Ability to work a variety of shifts, including evenings, weekends communicate and holidays.
- B-E. Ability to attend work on a regular basis interact effectively with members of the public.
- C-F. Ability to work outdoors in a variety of weather conditions communicate effectively both orally and in writing.
- D-G. Ability to work in dusty, wet and/or muddy conditions understand and follow instructions.
- E-H. Ability to sit, stand, and walk for extended periods problem-solve a variety of situations.
- I. Ability to set priorities and complete assignments on time.
- J. Ability to attend work as scheduled and/or required.
- F. Physical Ability to perform moderately difficult manual labor including frequent bending, stooping, squatting, pushing and pulling, and occasional crouching and kneeling to perform required work.
- G. Ability to frequently lift and carry equipment, tools and supplies weighing up to 25 pounds, such as trimmers and water jugs, and to occasionally lift and carry items such as fertilizer sacks weighing up to 50 pounds.

HR: MS	Union: Basic	EEOC: Service/Maint	CSB: 20140204	Class No: 5408
WC: 9102	Pay: 14a	EEOC: Natural Resources	CC: 20140210	Resolution: 14-0084R

### Demands

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### Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: <del>MC</del> <del>HD</del>	Union: Basic	EEOC: Service/Maintenance	CSB: <del>02/02/2016</del>	Class No: 5408
WC: 9102	Pay: 45	EEOF: Natural Resources	CC: <del>02/08/2016</del>	Resolution: <del>46-0086R</del>

HR: MS	Union: Basic	EEOC: Service/Maint	CSB: 20140204	Class No: 5408
WC: 9102	Pay: 14a	EEOF: Natural Resources	CC: 20140210	Resolution: 14-0084R