



JOB TITLE: Groundskeeper

PW/8

DEPARTMENT: Public Works and Utilities

JOB SUMMARY: This position is responsible for operating mowing and other equipment to maintain grounds (including trees and plantings) of parks, trails, and city properties.

MAJOR DUTIES:

- Operates a zero-turn mower and bush hog to cut grass on all city property, trails, and city rights-of-way.
- Operates a push mower, weed eater, and trimmers to cut and trim grass and prune hedges; edges sidewalks and pavement edges when necessary.
- Performs tree maintenance duties including low level trimming, mulching, and watering.
- Plants and maintains flower beds, rain gardens, and shrubs.
- Operates a chain saw and other small equipment to cut and clear unwanted or dead trees from parks or city grounds. Operates debris blowers either hand carried or mounted on a golf cart.
- Performs such laboring duties as placing sod, spreading fertilizer, picking up litter, emptying trash cans, and blowing or raking leaves.
- Performs routine maintenance on equipment; sharpens or changes blades, preventive maintenance on mowing decks and small engines.
- Pick up trash and debris on streets, trails, and rights-of-way.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of safety procedures pertaining to public works activities.
- Knowledge of city geography, city streets, and rights-of-way boundaries.

- Skill in operating lawncare maintenance equipment such as zero turn mowers, push mowers, weed eaters, and back-blowers.
- Skill in the use of tools such as a shovel, pick, and rake.
- Ability to acquire training and learn new skills required for flower bed maintenance, tree trimming, and mulching.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The Supervisor of Public Works and Utilities assigns work in terms of general instructions. The Supervisor reviews work in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related equipment operation duties in the maintenance of grounds. Inclement weather conditions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to cut grass and perform other related duties to maintain city properties. Successful performance helps ensure attractive and well-maintained grounds in city-owned parks and properties.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, city employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, and use equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is performed outdoors, where the employee is exposed to occasional inclement weather, noise, dust, dirt, grease, and machinery with moving parts. The work may require the use of protective devices such as masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform basic mathematical calculations.
- Experience with equipment including lawn mowers, debris blowers, and weed eaters.
- Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with the DMV.

- Prefer experience with a bush hog, and experience and skills in tree planting, pruning, mulching, and landscape horticulture.