

City of Mission Job Description

Job Title: **Parks Groundskeeper**

Classification: **Non-Exempt**

Department: Parks & Recreation



Division: Parks

Supervisor: Parks Foreman

Effective: October 5, 2020

**I. JOB SUMMARY**

The individual is responsible for working on a variety of maintenance projects which may include ground keeping, construction, and vehicle operations. Mows and trims grass by hand or with gasoline powered mower, line trimmer and blower. Utilizes lawn tractor equipped with attachments such as mower deck, fertilizer spreader, and aerator. Prunes shrubs, trees and flower beds. Digs holes and trenches with pick and shovel. Plants and waters sod and shrubbery. Places stone and plants flowers in garden areas. Mixes and pours cement for garden areas. Hauls topsoil in wheelbarrow and spreads and levels soil using rake. Irrigates grounds using sprinkler system. Picks up and burns or carts away paper and rubbish. Repairs and paints benches, tables, guardrail, and assists in repair of roads, walks, building, performing minor and routine painting, cleaning, sweeping and weekly up-keeping of Parks office. Performs preventive maintenance and repairs on mechanical equipment as needed using appropriate tools. This position has no supervisory responsibilities. Individual will perform other duties assigned by supervisor/department head when needed.

**II. EDUCATION REQUIREMENTS**

- High school diploma or GED preferred.
- Six months experience in lawn care is preferred or the ability to learn the job through on-the-job training.
- Knowledge of proper sequence of activities required to perform the job.

**III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Must have a current valid class "C" driver license from the Department of Public Safety with no more than two (2) moving traffic violations in the past two (2) years.

**IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to establish and maintain an effective working relationship with co-workers and supervisor.
- Ability to perform repetitive work on a continuous basis.

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- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to understand city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow verbal instructions that require individual thought to complete the task or a series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.
- Ability to read and interpret documents such as safety rules and city policy procedures.

## **V. ESSENTIAL JOB FUNCTIONS**

- Plant flowers, shrubs, and trees as assigned.
- Spread fertilizer on designated area as directed or assigned.
- Pickup trash or debris from park grounds or buildings as schedules or as designated.
- Operate a push mower, lawn tractor, line trimmer, and blower as directed or assigned.
- Push/pull with approximately 75 pounds of strength to use lawn mower, fertilizer spreader, wheel barrow, etc.
- Sweeps walkways and sidewalks with broom or blower as assigned or scheduled.
- Irrigates parks lawn as scheduled.
- Sweep, mop, vacuum and/or dust floors in parks office as scheduled or directed.
- Trim shrubbery and grass around walkways, sidewalks, and buildings as assigned.
- Perform routine maintenance such as repairing and painting benches, tables, guard rail as scheduled or assigned.
- Repair and maintain tools and equipment as scheduled or assigned.
- Keep assigned park area clean, neat, and in an attractive condition as instructed.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Follow a specific work schedule as directed.
- Keep a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Maintain security on the city property in accordance with city policy and procedure.
- Understand City of Mission policy and procedures as related to job as necessary.

## **VI. NON-ESSENTIAL JOB FUNCTIONS**

- Setting up of special events directed by Parks and Recreation Director.

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**VII. EQUIPMENT/MATERIALS**

Safety equipment/materials to include but not limited to the following:

- City vehicle, Shovel, Rake, Clippers
- Fertilizers, Hand saw, Mop, Pick
- Broom , Wheel barrow, Hoe, Line trimmer
- Cement mixer, Vacuum Cleaner, Paint, Shears
- Paint brushes, Push mower, Hand saw, Riding mower
- Power blower, Uniform, Hard hat
- Small power hand tools, Safety equipment
- Mower attachments, Policy & procedure handbook

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

|                                     | None     | Amount of Time |            |          |
|-------------------------------------|----------|----------------|------------|----------|
|                                     |          | Under 1/3      | 1/3 to 2/3 | Over 2/3 |
| Wet humid conditions (none-weather) |          | <b>X</b>       |            |          |
| Work near moving mechanical parts   |          |                | <b>X</b>   |          |
| Work in high, precarious places     | <b>X</b> |                |            |          |
| Extreme heat (none-weather)         |          |                | <b>X</b>   |          |
| Extreme cold (none-weather)         |          | <b>X</b>       |            |          |
| Outdoor weather conditions          |          |                |            | <b>X</b> |
| Fumes or caustic chemicals          |          | <b>X</b>       |            |          |
| Toxic or caustic chemicals          |          | <b>X</b>       |            |          |
| Risk of electrical shock            |          |                | <b>X</b>   |          |
| Work with explosives                | <b>X</b> |                |            |          |
| Risk of radiation                   | <b>X</b> |                |            |          |
| Vibration                           | <b>X</b> |                |            |          |

**IX. MANUAL DEXTERITY**

Both gross and fine hand manipulation is required to perform essential and non-essential job functions. Parks Laborer must be able to exert heavy to moderate force to grip tools and to unload tools from truck. Gross hand manipulation is performed to grip tools for lawn care and maintenance of City parks. Fine finger dexterity may be utilized to write information on paper documenting service and repair jobs.



**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

| <b>Task</b>         | <b>Weights</b> | <b>Frequency</b> | <b>Performance</b>   |
|---------------------|----------------|------------------|--|
| <b>LIFTING</b>      | Up to 5 lbs    | <b>C</b>         | Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings. |
|                     | 6-10 lbs       | <b>F</b>         | Floor to knuckle and knuckle to shoulder, loading and unloading supplies and materials for maintenance in city parks and city buildings.                           |
|                     | 11-20 lbs      | <b>F</b>         | Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings. |
|                     | 21-25 lbs      | <b>F</b>         | Floor to knuckle, seed, fertilizer and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.                 |
|                     | 26-50 lbs      | <b>F</b>         | Floor to knuckle, seed, fertilizer and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.                 |
|                     | 51-75 lbs      | <b>N</b>         |  |
|                     | 76-100 lbs     | <b>N</b>         |  |
|                     | Over 100 lbs   | <b>N</b>         |  |
| <b>CARRYING</b>     | Up to 5 lbs    | <b>C</b>         | Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings. |
|                     | 6-10 lbs       | <b>F</b>         | Floor to knuckle and knuckle to shoulder, loading and unloading supplies and materials for maintenance in city parks and city buildings.                           |
|                     | 11-20 lbs      | <b>F</b>         | Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings. |
|                     | 21-25 lbs      | <b>F</b>         | Floor to knuckle, seed, fertilizer and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.                 |
|                     | 26-50 lbs      | <b>F</b>         | Floor to knuckle, seed, fertilizer and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings.                 |
|                     | 51-75 lbs      | <b>N</b>         |  |
|                     | 76-100 lbs     | <b>N</b>         |  |
|                     | Over 100 lbs   | <b>N</b>         |  |
| <b>PUSH/PULLING</b> | Up to 5 lbs    | <b>C</b>         | Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings. |
|                     | 6-10 lbs       | <b>F</b>         | Floor to knuckle and knuckle to shoulder, loading and unloading supplies and materials for maintenance in city parks and city buildings.                           |
|                     | 11-20 lbs      | <b>F</b>         | Floor to knuckle unload tools from utility vehicle and carry up to 50 pounds of weight of supplies and materials for maintenance in city parks and city buildings. |
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|                     | 76-100 lbs     | <b>N</b>         |  |
|                     | Over 100 lbs   | <b>N</b>         |  |

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**



**NON-MATERIAL HANDLING ACTIVITIES**

| <b>Task</b>                                 | <b>Frequency</b> | <b>Performance</b>  |
|---|------------------|---|
| <b>CLIMBING</b>                             | <b>O</b>         | Climb ladder up to 30 feet in height to do maintenance and repairs on city buildings.   |
| <b>BALANCE</b>                              | <b>F</b>         | Balance on partial structure or frame.  |
| <b>STOOPING</b><br>(bending at waist)       | <b>F</b>         | While doing maintenance on city parks and buildings.  |
| <b>KNEELING</b><br>(one or both knees)      | <b>F</b>         | While doing maintenance on city parks and buildings.  |
| <b>CROUCHING</b><br>(bending at hips/knees) | <b>F</b>         | While doing maintenance on city parks and buildings.  |
| <b>CRAWLING</b>                             | <b>O</b>         | While doing maintenance on city parks and buildings.  |
| <b>REACHING</b>                             | <b>C</b>         | Reach from ground level to overhead with up to 25 pounds of weight, and retrieve tools or parts with partial to full arm extension.   |
| <b>TWISTING/TURN</b><br>(rotation)          | <b>C</b>         | Up to 180 degrees at waist, shoulder and neck level to perform inspections and repairs.   |
| <b>HANDLING</b><br>(manipulated objects)    | <b>C</b>         | Utilize tools during repair and maintenance of city parks, work orders and reports, hand tools exerting moderate to heavy force during repairs and maintenance of city buildings. |
| <b>STANDING</b>                             | <b>F</b>         | During inspection of lawn maintenance.  |
| <b>WALKING</b>                              | <b>C</b>         | Up to two miles per day during city parks maintenance   |
| <b>SITTING</b>                              | <b>F</b>         | Driving City vehicle  |
| <b>FINGERING</b><br>(finger dexterity)      | <b>F</b>         | Work orders and reports, hand tools exerting moderate to heavy force during repairs and maintenance of city buildings.  |
| <b>GRASPING</b><br>(whole hand activities)  | <b>F</b>         | Work orders and reports, hand tools exerting moderate to heavy force during repairs and maintenance of city buildings.  |

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

I \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date