



# City of Saco, Maine

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**Parks & Recreation Department**  
300 Main Street  
Saco, ME 04072

Telephone: (207) 283-3139  
E-mail: parksandrecjobs@sacomaine.org

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## POSITION DESCRIPTION

Class Title: Groundskeeper  
FLSA: Exempt, Grade 2, Step 4  
Date: June 13, 2011  
Rate: \$17.15

### **Groundskeeper** **(Parks Division)**

#### **DISTINGUISHING FEATURES OF WORK**

This is a skilled and semi-skilled position responsible for the daily and routine maintenance of city parks, school grounds, athletic facilities, municipal grounds, municipal recreation facilities/buildings and the urban forest (under the guidance of the City Tree Warden). The work performed requires considerable knowledge and experience in turf management and landscape practices.

#### **SUPERVISION RECEIVED**

Direct supervision is received from the Parks & Recreation Crew Chief, Park Foreman, & Deputy Director. Considerable independent judgment is exercised while completing daily assignments.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Plants and trims lawns, trees, bushes, hedges, and shrubs using commercial equipment, hand and power tools.
2. Landscapes new ground areas, repairs damaged ground areas, replaces bushes, hedges, shrubs, and trees.
3. Is responsible for daily and routine cleaning and maintenance of equipment, including vehicles, commercial mowing equipment, tractors, trailers, snow plows, and minor equipment.
4. Care for landscaped areas by watering, pruning, fertilizing, mulching, routine maintenance, and controlling weeds.
5. Is responsible for implementing the turf management program to include routine and restoration maintenance of athletic fields.
6. Perform seasonal grounds keeping and recreational support duties as required.
7. Is on call for emergency and storm related work for the department.
8. Maintains knowledge of current trends, maintenance procedures, and equipment for the further development and upkeep of the parks, athletic fields and facilities.
9. The work schedule for this position is routinely a standard work week but can include a flexible schedule to include weekend and evening hours. Overtime is paid after 40 hours.
10. Performs related work as required for the effective operation of the department.

#### **PERIPHERAL DUTIES**

1. Supervises seasonal employees and volunteers under the Parks Division of the department performing routine tasks.
2. Responsible for winter snow removal of city streets, parking lots, sidewalks, and winter recreation areas.
3. Various building and facility maintenance tasks to include light construction projects.
4. Assists in the set up/take down of equipment for special events.
5. Maintains, repairs and constructs outdoor areas, i.e. cement, fences, light carpentry, playgrounds.
6. Prepares athletic fields and parks for events.



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## **TOOLS AND EQUIPMENT USED**

Equipment operated includes but not limited to power and hand tools, chain saws, various landscape, turf management and tree care equipment, compact utility tractor with loader, backhoe and implements, truck with boom bucket, and snow removal equipment.

## **MANDATORY MINIMUM QUALIFICATIONS**

### **Education and Experience**

The candidate for this position should have a High School diploma or equivalent. Posses a minimum of 3 years experience performing commercial parks, athletic turf management, or tree care maintenance activities. Associates degree or professional certification in horticulture, athletic turf management, tree care, or related field desirable but not required.

### **Required Knowledge, Skills and Abilities**

1. Ability to operate and maintain equipment including, but not limited to vehicles, commercial turf mowers, tractors, and chain saws.
2. Possess knowledge of turf management practices to recognize and diagnose possible problems.
3. Considerable knowledge and methods of commercial landscaping practices and plant care.
4. Considerable knowledge of use and care of motorized equipment and hand/power tools used in grounds maintenance.
5. Considerable knowledge of the occupational hazards and safety precautions applicable to grounds keeping and maintenance work.
6. Considerable knowledge of cultivation, weed control, seeding, and planting of trees, shrubs, athletic turf and flower beds.
7. Ability to recognize and diagnose common plant and turf diseases and insect pests.
8. Detail oriented, with considerable attention to order and potential hazards in public landscapes and athletic fields.
9. Ability to lead, instruct, and train others in the work, including the operation and proper use of equipment.
10. Ability to use a computer.
11. Ability to follow oral instructions and read written instructions.
12. Ability to use hand tools, including electronic equipment, and operate motorized equipment and vehicles such as cars, trucks or tractors and implements.
13. Requires speaking and/or signaling people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.
14. Good interpersonal skills; the ability to deal effectively with the general public, children of various ages, as well as coworkers and other municipal employees.
15. The ability to complete several tasks in decentralized areas.
16. The ability to recognize need for equipment repairs.
17. The ability to follow manufactures guidelines in working with hazardous chemicals in a safe manner.
18. Possession (or ability to obtain within 12 months of hire) of a Maine Pesticide Applicators License with category 3B.
19. Possession (or ability to obtain within 6 months of hire) of a valid Maine Class B CDL operator's license with air brake endorsement.



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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 80lbs. Requires full range of body motion, to include bending at waist and full use of all extremities and back muscles. Requires excellent levels of equilibrium when positioned on slippery, uneven, or wet surfaces. Possess accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected and the ability to distinguish colors. Ability to hear within three feet and on the telephone. Possess fine motor dexterity in both hands.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this position, the employee is required to sit, stand, talk and hear, and walk various sites including rough and uneven surfaces. Position involves ascending and descending ladders, stairs ramps, etc. The incumbent works in a variety of settings and is frequently around children of all ages. The noise level in the work environment can be extremely noisy when park's equipment is being used. Additional occupational risks may be present as related to chemicals from supplies, operation of equipment, and completing maintenance activities in commercial parks, athletic turf management, and tree care.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.