

## LAKE COUNTY PARKS & RECREATION

### Job Description

**Position Title:** Groundskeeper

**Park Locations:** Gibson Woods Nature Preserve

**Division:** Natural Areas

**Supervisor:** Park Manager

**Classification:** Non-Exempt

**Pay Rate:** \$9 per hour

**Primary Responsibilities:** Under the direction of the maintenance/park manager, performs a wide variety of tasks, including, but not limited to maintaining safe, clean and functional facilities.

**Essential Functions of the Job:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties vary by park location.

- \* Provides exceptional customer service in a courteous, friendly, tactful manner.
- \* Performs regular maintenance of the park, including, but not limited to lawn care, repairs (equipment, trails, irrigation, fences), power washing, inspects and repairs safety hazards and maintains all structures.
- \* Performs vegetation management (i.e., trimming overhanging branches, overgrown vegetation, cleaning flower beds, adding and spreading mulch, planting trees and flowers, applying herbicide).
- \* Maintaining the cleanliness of facilities.
- \* Cleans and sanitizes restrooms and replenishes supplies as needed. Disposes of refuse and waste throughout the park and facilities.
- \* Maintains active and passive natural resource-themed open space.
- \* Natural areas focusing on horticultural and landscape maintenance.

**Knowledge, Skills, Abilities:**

- \* Must possess basic painting skills.
- \* Ability to interact with the public and to courteously respond to inquiries about the facility.
- \* Ability to understand and follow both verbal and written directions.
- \* Ability to work independently without close supervision.
- \* Ability to operate small tools and equipment and to assist with equipment repair and maintenance.

**Competencies:**

- \* Communication Proficiency
- \* Customer/Client Focus
- \* Decision Making
- \* Ethical Conduct
- \* Initiative
- \* Problem Solving/Analysis
- \* Strategic Thinker
- \* Teamwork
- \* Time Management
- \* Thoroughness.

**Qualifications:** Must be 18 years old.

**Licensing & Certifications:** Valid Indiana Driver’s License.

**Physical Requirements:** 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.

**Physical Demands**

Overall Physical Strength Demand (*Moderate*)

Lift and/or exert force up to 50 lbs. occasionally, 10 lbs. frequently or insignificant amounts constantly or requires walking or standing to significant degree.

<i>Codes</i>	<i>Physical Demands</i>	<i>Codes</i>	<i>Physical Demands</i>
C	Standing	F	Sitting
C	Walking	F	Lifting
F	Pushing/Pulling	F	Carrying
C	Reaching	F	Handling
C	Fine Dexterity	F	Kneeling
C	Crouching/Bending	F	Crawling
F	Repetitive Motion	F	Twisting
C	Balancing	F	Climbing
C	Vision (Correction Required)	C	Hearing
F	Talking	C	Foot Controls (Driving, Operating Equip, Etc.)

Continuously (C)      Frequently (F)      Occasionally (O)      Rarely (R)      Never (N)

**Environmental Factors**

<i>Codes</i>	<i>Health &amp; Safety</i>	<i>Codes</i>	<i>Environmental Factors</i>
W	Mechanical Hazards	D	Dirt & Dust
W	Chemical Hazards	D	Extreme Temperatures
W	Electrical Hazards	D	Noise & Vibration
M	Fire Hazards	W	Fumes & Odors
R	Explosives	W	Wetness/Humidity
R	Communicable Diseases	W	Darkness or Poor Lighting
R	Physical Abuse		Other (specify)

Daily (D)      Several Times/Week (W)      Several Times/Month (M)      Seasonally (S)      Rarely (R)      Never (N)

**Machines, Tools, Equipment & Work Aids Used:** Lawn mower, push mower, backpack sprayer, leaf blower, various hand and power tools.

**Vehicles Used:** Park passenger and utility vehicles.

**Work Environment:** This is a seasonal position and hours of work and days vary by park site needs.

While performing the duties of this job, the employee must be able to work alone and is exposed to inclement weather conditions. Additionally, the employee may be required to work flexible hours, weekends, extended shifts and holidays.

**Other Duties:** Please note, this job description is not designed to cover or contain a comprehensive listing of activities. Duties, responsibilities and activities may change at any time with or without notice.

**Equal Employment Opportunity:** The Lake County Parks and Recreation Department provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Lake County Parks and Recreation Department complies with applicable state and local laws governing nondiscrimination in employment in every location in which the department has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Lake County Parks and Recreation Department expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Lake County Parks and Recreation Department's employees to perform their job duties may result in discipline up to and including discharge.

The employee is expected to adhere to all company policies while employed. I have read and understand this explanation and job description.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_