

# Erie MetroParks

Board of Park Commissioners

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|---|---|------------------------|------------|
| <b>Title</b>  | Groundskeeper   |                        |            |
| <b>Position Type:</b>   | Seasonal, Full-Time or Part-Time  | Non-Supervisory        |            |
| <b>Position Summary:</b>  | Performs general park grounds keeping, cleaning and maintenance duties as directed. May assist other staff with presentation of programs. |                        |            |
| <b>Reports To:</b>  | Park Manager or as assigned   | <b>Classification:</b> | Non-Exempt |
| <b>Salary Range:</b>  | Ohio Minimum Wage - \$17.00, or commensurate with experience  |                        |            |
| <b>Position Description</b>   |   |                        |            |
| <p><b>Functions and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Operate motorized push mowers and other small, non-motorized grounds keeping hand tools and equipment.</li> <li>▪ Operate other larger equipment, such as riding mowers, string trimmers, chainsaws, etc., as authorized, after proper training.</li> <li>▪ Operate Erie MetroParks licensed vehicles as necessary and assigned.</li> <li>▪ Cleans grounds keeping and maintenance equipment and keeps in safe operating condition.</li> <li>▪ Perform maintenance activities including litter and trash pickup on building exteriors and interiors, maintenance of restrooms, grills, trash cans, hiking/running trails, painting, mulching, landscaping, wood chipping, and other duties as necessary for good appearance and public safety in parks, as assigned. Cleans vehicles and other large items of equipment.</li> <li>▪ In conjunction with outdoor education and special events; assists with public programs as assigned.</li> <li>▪ Keep and report accurate time/work records on computer timesheet or forms provided. Submits time/work records to supervisor for approval.</li> <li>▪ Follows all policies and directives within the Erie MetroParks Employee Manual.</li> <li>▪ Wears uniform items and PPE (Personal Protective Equipment) as supplied, approved, and required. Maintains a professional appearance as determined by policy and/or directive.</li> <li>▪ Maintains a professional, cooperative working relationship with other staff members.</li> <li>▪ Maintains a flexible work schedule which provides for availability related to seasonal variations, which may include evenings, weekends and holidays.</li> <li>▪ Demonstrates support for and understanding of Erie MetroParks' mission.</li> <li>▪ Meets and deals with the public in a professional, helpful, and pleasant manner. Acts as a goodwill ambassador for Erie MetroParks at all times.</li> </ul> |   |                        |            |

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- This is a seasonal position. Days of work are flexible, Monday through Friday, between the hours of 7:00 am to 3:30 pm. Evening and weekend work will be required as job duties demand.
- Performs other duties as assigned.

### **Skills/Qualifications:**

- Must be at least eighteen (18) years of age at start of season to operate equipment, as established by federal and state statutes.
- Experience or training in grounds keeping, landscaping, and/or facilities maintenance.
- Ability to work effectively with others and follow instructions.
- A valid Ohio driver's license with an acceptable motor vehicle record allowing insurability by the park district's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter. Candidates for employment may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record at the time of employment.

### **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, with or without reasonable accommodations.

While performing the duties of this job, the employee is constantly required to handle, finger, feel, see and hear. The employee is frequently required to walk, sit, lift, push, pull, carry and talk. The employee is occasionally required to crouch, bend, climb, crawl, kneel, reach-vertically and horizontally and taste/smell.

Alternates to the above qualifications are acceptable as approved by the Executive Director.