

CITY OF CREEDMOOR JOB DESCRIPTION



Job Title	Seasonal Grounds Worker
Department	Public Works
Reports to	Public Works Director
FLSA Status	Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs a variety of manual labor work under general supervision.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class provides seasonal help to balance the workload for the care of city facilities, grounds, and parks. Work is performed in all types of weather and may include hours in the evening for special activities/events. This position works under the direction of the Public Works Director and is assigned general labor tasks, such as mowing, trimming, weeding, trash pickup, tree and shrub removal, and general landscape improvements.

DUTIES AND RESPONSIBILITIES

Essential Duties and Tasks

- Mows grass, operates weed-eater, rakes, shovels, and performs other grounds maintenance activities.
- Performs a variety of duties to maintain parks, athletic fields, play facilities, trees, plants, flowers, and varied landscaped areas throughout the city.
- Operates power equipment and hand tools, including power mower, edger, trimmer, blower, chain saw, hedger, and other equipment to perform various maintenance duties.
- Removes weeds from landscaped areas. Trims & maintains landscaping as needed.
- Trims small trees and prune shrubs and annual plantings as needed. Leaves all properties in a clean and orderly condition.
- Prepares and treats soil for planting as needed; installs landscape and upgrade existing planted areas.
- Assists with brush pick-up for residents.
- Removes debris and litter from street right-of-ways, parks, and other areas as needed.
- Cleans restrooms and replenishes paper and other supplies as needed at park and public facilities.
- Maintains play structures and other facilities associated with parks.
- Makes minor repairs and adjustments to tools and equipment used.
- Performs preventive maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition including inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, replacing parts, and washing/cleaning equipment, vehicles, and shop/work areas; monitors equipment operations to maintain efficiency and safety and reports faulty equipment.
- Cleans and removes debris from streets, gutters, storm drains, catch basins, drainage ditches, sidewalks, and street construction sites by shoveling, raking, sweeping, and picking up debris.
- May remove dead animals from rights of way as necessary.
- Makes simple records of work activities as required.

Additional Job Duties

- Performs other duties as assigned.

Note: This listing is intended only to illustrate the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RECRUITMENT AND SELECTION GUIDELINES

Knowledge, Skills, and Abilities

- Ability to work flexible hours and work any day of the week, including weekends.
- Ability to operate landscaping equipment in a safe manner.
- Ability to follow written and oral work orders.
- Ability to work independently with sound judgement.
- Ability to establish and maintain effective working relationship with other officials, department heads, employees, volunteers, community groups, and the general public.
- Ability to deal tactfully, courteously, and firmly with the public.
- Ability to organize work and perform duties accurately.
- Ability to work with interruptions and handle multiple assignments simultaneously.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.
- Must possess the visual acuity to operate equipment in a safe manner to read gauges and make written records.

Education and Experience

- High School Diploma or GED preferred.

Special Requirements

- Valid North Carolina driver’s license.
- Ability to successfully pass background check.

ADDITIONAL RESPONSIBILITIES

Employee may be called upon in case of a disaster, either natural or man-made, to serve the citizens of Creedmoor. Failure to serve when required may result in personnel action being taken. Service during a disaster may also result in the assignment of other duties, which will take precedence over duties described in this job description.

Employee Signature

Employee Name (Printed)

Date

Supervisor Signature

Supervisor Name (Printed)

Date