



City of Kingman, Arizona

Classification: Groundskeeper – Part Time
Department: Parks or Golf Course Maintenance
Accountable To: Parks or Golf Course Maintenance (depending on assignment)
Created/Revised Date: July 2015
FLSA Status: Non-Exempt **Salary Grade:** Part Time **Band:** A **EEO4:** 8

GENERAL DESCRIPTION OF POSITION:

The primary function of an employee in this class is to perform a variety of general labor and semi-skilled maintenance work for the City's Parks and Recreation Department in outdoor and public areas, including parks, sports fields, golf course, medians, rights-of-ways, and other public grounds. Work includes general grounds and greens maintenance and facility maintenance and cleaning. An employee in this class may be assigned to other maintenance duties for the Department.

SUPERVISION RECEIVED:

Works under the immediate supervision of a Parks Superintendent or Crewleader as assigned to Parks or Golf Superintendent or Crewleader as assigned to Golf Course.

SUPERVISION EXERCISED:

May provide supervision over Groundskeepers – Part Time, temporary agency workers, volunteers, community service workers and inmate trustee laborers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Performs a variety of routine and semi-skilled grounds maintenance tasks at City facilities, parks, golf course, sports fields, medians, rights of way, and landscaped areas; duties may vary according to job assignment and individual skills.
- Performs maintenance within scope of authority and training, and in accordance with all safety regulations and procedures; notifies supervisor of safety hazards, equipment problems and emergency situations.
- Mows and maintains park, golf course and other facility spaces/areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Drags ball fields; lines fields and prepares fields for games and golf course for tournaments, league play and other sporting events.
- Inspects, washes, and performs routine maintenance of park and golf course facilities, restrooms and drinking fountains, as well as, playground equipment and facilities. Removes litter and debris; cleans spills and corrects unsafe conditions in a timely manner and according to procedures.
- Sweeps, washes, paints, and repairs or replaces park tables and slabs.
- Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Performs routine maintenance on lawn and power equipment.
- Identifies, corrects and reports to supervisors problems and/or unsafe conditions.
- Maintains inspection, repair and maintenance reports.
- Plants lawns, trees, shrubs, and flowers.

- Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks golf course and other facility spaces/areas.
- Operates, maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
- Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- Performs custodial work such as required and assigned, including but not limited to: changing light bulbs and fluorescent tubes; sweeping floors and grounds; vacuuming carpets; mopping; shampooing and steam cleaning carpets; buffing non-carpeted areas; dumping garbage and relining cans with liners; cleaning and sanitizing restrooms, ramadas and picnic areas and replenishing supplies; emptying ash cans; cleaning spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dusting furniture; washing windows, walls, metal and woodwork; cleaning rain gutters; sweeping roofs.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises, removes graffiti.
- Opens and closes, locks and unlocks facilities as needed.
- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
- Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.
- Assists in the construction of new parks facilities, enhancements, remodeling, etc., including clearing, grading, drainage, constructing, and foundation work.
- Keeps records of work completed.
- Provides excellent and proficient customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, weekends and holidays as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

Peripheral Duties:

- Assists with special events set-ups and take downs.
- Serves as a member of various employee committees, as assigned.
- Performs related duties as required.
- Performs special assignments as requested.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Some experience in maintaining parks, golf courses and related facilities.

Any combination of education, experience and training which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

Knowledge:

Basic knowledge of grounds maintenance skills, including, but not limited to, mowing, trimming, planting, weeding, pruning and fertilization; Basic knowledge of general maintenance and custodial practices and of equipment, materials and supplies used in building and grounds maintenance; Basic knowledge of equipment and supplies used to do minor repairs; Basic knowledge of traffic laws and rules involved in vehicle and equipment operation; Basic knowledge of Federal and State OSHA regulations and City policies and practices regarding safe work practices.

Skills:

Skill in the effective, safe operation of listed tools and equipment; Diagnose and repair problems and perform routine maintenance and repair activities; Following and maintaining safety standards, and identifying safety problems; Preparing inspection, maintenance and repair records and files; Promoting and enforcing safe work practices.

Abilities:

Work independently and to complete daily activities according to work schedule; Prepare and maintain records; Lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Perform custodial activities and manual labor; Understand and follow oral and written instructions and to communicate effectively orally and in writing; Use equipment and tools properly and safely; Adapt to changing priorities; Read and follow label instructions; Participate in teamwork productively and establish and maintain effective working relationships with employees, supervisors, and the public; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingness to work shifts and hours for department to meet operational and service needs to include the working of early mornings, evenings, nights, weekends, holidays and overtime as scheduled and as necessary; and work in different weather conditions with exposure to the elements.

Special Requirements:

Valid Arizona state driver's license.

WORK ENVIRONMENT:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

EXPECTED BEHAVIOR/QUALITY OF SERVICES:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____