



CITY OF SENECA
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City Of Seneca – Position Description

GROUND MAINTENANCE WORKER

Grounds & Landscape Department

GENERAL PURPOSE

This position is responsible for performing manual work functions related to maintenance and operation of City-owned open space, parks and recreation facilities, including athletic fields and greenspace. Duties and responsibilities include preparing sports fields for practices and games, carrying out a maintenance program for the athletic fields and facilities, establishing and maintaining greenspace, performing janitorial/custodial duties and performing a variety of tasks in the operating and maintenance of the department. Reports directly to the Grounds & Landscape Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. This list is not intended to be exclusive or all inclusive. Other duties may be required and assigned.

- Uses a variety of hand tools and small machinery such as a tractor, edger, aerator, trimmer, push mower, riding lawn mower, irrigation equipment, ball field lining equipment, pressure washer, etc.
- The employee may drive a vehicle to sites as needed.
- The employee will be required to work outdoors in all types of weather conditions.
- Performs tasks related to sports field maintenance (e.g. dragging/raking fields; lining/painting fields; irrigation system operation/maintenance; laying seed/sprigs/sod; fence repair; weed control applications; etc.)
- Performs services and repairs as needed to maintain sports fields and park facilities
- Provides manual labor functions as directed (e.g. digging holes/trenches; raking; hoeing; lifting; etc.)
- Performs minor routine maintenance on equipment and machinery used in sports field and park facilities maintenance (truck/trailer; tractor; turf trickster; edger; tiller; aerator; etc.)
- Performs janitorial and custodial maintenance of city streets and sidewalks, recreational facilities grounds and buildings to include restroom maintenance and trash disposal.
- Checks and performs housekeeping at various athletic and park facilities.
- Inspects various city-owned properties and facilities for safety and reports or fixes unsafe conditions.
- Familiar with the use and application of chemicals, fertilizers and other supplies needed to maintain athletic fields.
- Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces.
- Performs various landscaping tasks such as planting grass, trees, shrubs, flowers, and laying sod.
- Installs, maintains and repairs irrigation system; maintains and repairs irrigation pumping station.

- Assists in setting up and taking down equipment for various events and recreation programs, prepares facilities for events and recreation program use.

PERIPHERAL DUTIES

- Assists the Grounds & Landscape grass crew, as needed and assigned.
- Performs and completes special projects, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent, supplemented by technical courses related to recreation, horticulture, and/or maintenance fields
- Sports field maintenance experience and/or lawn care experience
- Two (2) years experience in repair and maintenance work, preferably experience in a park or recreation system, or
- Any equivalent combination of relevant education and experience.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance.
- Knowledge of equipment and supplies used to do minor repairs.
- Knowledge of first aid and applicable safety precautions.
- Knowledge of basic irrigation.
- Knowledge of occupational hazards and safety precautions.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Skill in the operation of listed tools and equipment.
- Ability to work independently to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to understand, follow, and transmit written and oral instructions.
- Ability to safely operate a variety of motorized equipment.
- Regular attendance for scheduled shifts.

SPECIAL REQUIREMENTS

Valid SC driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Vehicles and heavy equipment, including truck; lawn and landscaping equipment, turf tractors, mowers, chainsaw, edgers, weed trimmers, electric motors. Miscellaneous Lawn Maintenance Equipment, including pumps, sprinklers, irrigation systems, herbicide/fertilizer sprayers and spreaders, backpack blower. Miscellaneous hand and power tools for turf maintenance, carpentry, painting, pruning tools, rake, shovel, post hole digger, line marker, spray line marker, pick, riveting machine, torque wrench, soldering iron, spray gun.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must constantly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions.
- The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.
- The employee is exposed to risks associated with prolonged exposure to the sun.
- The noise level in the work environment is usually loud.

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.

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