

Highway/Cemetery Seasonal Groundskeeper

DEFINITION

The Highway/Cemetery Groundskeeper works to maintain the Public Grounds and Riverview Cemetery grounds by mowing the lawn, trimming the grass raking and cleaning up debris, and other related work, as required. The position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Performs manual work in the maintenance of municipal buildings, grounds;
- Weed landscape beds, pick up leaves, mow lawn, trim grass;
- Rake and clean up debris and litter;
- Performs similar or related work as required, directed or as situation dictates.

SUPERVISION RECEIVED

Under the general supervision of the Public Grounds and Cemetery Supervisor, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and 1 to 2 years of relevant experience; or any equivalent combination of education, training, certification, and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of landscaping equipment operation. Working knowledge of fundamental maintenance procedures. Knowledge of field safety.

Ability: Ability to perform heavy manual labor under varying weather conditions. Ability to follow detailed oral and written instructions given by supervisor. Ability to communicate effectively verbally. Ability to follow proper methods, procedures and safety precautions.

Skills: Skill in operating above-mentioned equipment. Basic mechanical repairs skills.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved.

Motor Skills

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.