

TOWN OF LEO-CEDARVILLE

JOB DESCRIPTION

Approved Title: PARK GROUNDSKEEPER	Effective Date:	Weekly Hours: Part-Time
Appointing Authority: Town Council	Immediate Supervisor : Town Manager	FLSA Code: Non-Exempt

I. Purpose of the Position: The Park Groundskeeper is responsible for responsible for upkeep of the landscaping in the Town parks and around Town facilities.

II. Essential Functions:

- **Maintaining landscape beds;**
- **Perform mulching, edging and weeding;**
- **Perform trimming, pruning and limb removal;**
- **Leaf removal;**
- **Watering of plants and lawns;**
- **Maintain trails, paths, and walkways in parks;**
- **Care for concrete slabs, walkways, and courts;**
- **Pick up trash on park grounds and public areas including river frontage;**
- **Evaluate park needs and make reports and recommendations to Park Board regarding necessary maintenance, repairs, remodeling and/or improvements;**
- **Clean and service equipment and tools used in the performance of duties;**
- **Perform other landscaping or maintenance duties in parks as assigned by Town Manager.**

III. Required Qualifications:

- **Age 18 or older**
- **Valid Driver's License**
- **High school diploma, GED, or other equivalent degree;**
- **Basic knowledge of plants and landscaping principles and practices;**
- **Experienced in the use of landscaping tools and equipment such as axes, leaf blowers, saws, hoes, spades, shovels, edgers, chainsaws, hedge clippers, pruners, shears, hoses, and sprinklers;**
- **Ability to walk and stand frequently and for long periods of time;**
- **Ability to lift up to 25 pounds on a frequent basis;**
- **Ability to lift up to 50 pounds on an occasional basis;**
- **Ability to stoop, crawl, bend, and climb ladders on a frequent basis;**

- **Ability to work in outside weather conditions in all seasons and conditions;**
- **Ability to communicate effectively and to follow spoken and written instructions.**

Approved by the Leo-Cedarville Town Manager:

Date

Peggy Garton