

Groundskeeper

City of Hillsboro

Recreation Department

Position Summary

Under the supervision of the Golf Course Superintendent, the Groundskeeper is a non-exempt position under FLSA. This is a part-time seasonal position. This employee is responsible for maintaining any required areas belonging to or under the control of the City of Hillsboro concerning grounds keeping and maintenance. This employee should possess strong mechanical and communication skills.

ESSENTIAL FUNCTIONS

- Performs grounds keeping duties as required in all areas of the City of Hillsboro;
- Performs mowing and trimming duties as required;
- Removes and/or picks up trash and debris as necessary;
- Maintains and repairs grounds keeping equipment as required;
- Maintains and cleans shelter houses at Memorial Park;
- Maintains and cleans public restrooms at Memorial Park;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned

Classification Quick View	
FLSA:	NON-EXEMPT
ADA:	APPLICABLE
FMLA:	INELIGIBLE
OSHA:	Bloodborne Pathogens
Working Conditions	Hazardous Chemicals Manual Labor Adverse Weather

Groundkeeper Position Requirements

Experience: Some experience with grounds keeping equipment and mechanical experience is preferred. Employee must possess the ability to operate and maintain required grounds keeping equipment.

Education: Education or ability to read and write, as well as ability to analyze and service required equipment necessary to perform required duties. This position requires a valid driver's license and CPR certificate.

Technical Skills: Position requires some mechanical and analytical ability. This employee must be able to operate mowers, tractors, tremors, fertilizer spreaders and other necessary equipment as required. The ability to read and interpret written instructions, manual, reports, chemical labels and to use mechanical skills are required

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions, adverse weather and other grounds keeping scheduling problems.

Decision Making: Decision making is a factor in this position. This employee makes decisions about maintaining city grounds and facilities, making necessary equipment repairs, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works under the direct supervision of the golf course superintendent. This employee exercises frequent supervision over subordinate personnel

Financial Accountability: This employee works with frequent supervision from the golf course superintendent. This employee does not exercise any supervisory responsibilities over subordinate personnel.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers and supervisory personnel is expected

Working Conditions: Some adverse working conditions exist within this position. Exposure to human blood and body fluids and hazardous chemicals, heavy machinery, excessive noise and all types of weather conditions is expected. This employee is exposed to infectious materials and blood-borne pathogens while cleaning public restrooms.

Physical Requirements: Manual labor including lifting and carrying heavy objects, pending, extensive walking, and the ability to operate departmental equipment is required frequently in this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job

This job description last updated February 5, 2013