

Groundskeeper – City of Port Aransas, Texas

Job Title: Groundskeeper
Department: Parks & Recreation Department
Reports To: Grounds Supervisor
FLSA Status: Non-Exempt
Prepared By: Colleen Simpson, Parks & Recreation Director
Salary/Grade: 12
Date: 5/29/2019

Summary: Maintains and repairs property of municipality by performing the following duties.

Essential Duties and Responsibilities include the following:

- Receives written work orders or verbal instructions from Grounds Supervisor.
- Cuts grass, trims weeds, and edges town property, athletic fields and parks.
- Digs flower beds, plants flowers and constructs decorative flower garden borders.
- Empties trash and recycling cans, clean grounds of litter.
- Paints interior and exterior walls and trim.
- Drives truck and loads brush and roadside trash onto truck, and delivers refuse to landfill.
- Removes and replaces damaged signs.
- Repairs or replaces brick, stone, and concrete.
- Serves as maintenance technician for mowers, power tools and irrigation system.
- Maintains and conducts minor repairs buildings.
- Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as truck and riding mower.
- Installs maintains and repairs irrigation systems.
- Other duties may be assigned.

Supervisory Responsibilities:

- This job has no supervisory responsibilities

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Technical Skills* – Pursues training and development opportunities; strives to continuously build knowledge and skills.
- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.

- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure.
- *Quality* – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time.
- *Adaptability* – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; asks for and offers help when needed.
- *Problem Solving* – Ability to recognize, resolve and repair abnormal operating conditions promptly.
- *Interpersonal Skills* – Maintains confidentiality; focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to other ideals and tries new things.
- *Teamwork*- Balances team and individual responsibilities; supports everyone’s efforts to succeed.
- *Delegation* – Matches work assignments to the abilities of the person; sets expectations and monitors activities.
- *Ethics* – Upholds department standards, setting proper example to subordinate employees with gratitude and respect.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on-time.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); and three to six months related experience and/or training; or equivalent combination of education and experience..

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in the one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform the job successfully, an individual should have knowledge of internet software and word processing software.

Certificates, Licenses, Registrations: Valid Texas Drivers License in good standing; must be available for training if necessary.

Other Skills and Abilities – Groundskeeping/landscaping skills, knowledge of mowers, turf management, irrigation, machinery and carpentry in order to do minor repairs.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and talk or hear.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here 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.

While performing the duties of the job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually loud..

Additional Requirements: Employee is subject to a complete criminal history and child protective services background search with acceptable results.

EMPLOYEE: _____

Date: _____