



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PARK HEAD GROUNDSKEEPER		
Department:	Parks and Recreation		
Supervisor:	Park supervision Structure		
Date:	March 2012	Position No.	PR/4.1
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for providing comprehensive maintenance for athletic turf, various ball fields, and grounds within the 300+ acre park system. This position is responsible for maintaining city parks and facilities.

Job Scope:

The purpose of this position is to maintain city parks and facilities. Successful performance helps ensure the provision of safe and well-maintained parks and facilities for the citizens of Sedalia.

Essential Duties and Responsibilities:

1. Determines herbicide and pesticide needs; formulates mixes and applies them.
2. Waters and fertilizes grounds; sets up appropriate irrigation schedules.
3. Maintains records on all work activities and applications.
4. Aerates soil; seeds fields.
5. Mows soccer fields, youth football fields, softball/baseball fields and other park areas as needed.
6. Provides maintenance for special use areas such as Disc golf and Dog Park within the parks system.
7. Performs preventive maintenance on equipment; assures equipment is in proper working order.
8. May operate a variety of grounds keeping and heavy equipment such as: backhoe, skid loader, tractor and trencher.
9. Lines ball fields; makes decisions regarding field cancellations for league and tournament play.

10. Schedules, assigns and evaluates the work of seasonal maintenance crews.
11. Assists in the inspection and maintenance of city parks, grounds, and facilities.
12. Services department equipment and tools; checks fluids; changes oil and filters; maintains service logs.
13. Prepares fields for sporting events.
14. Assists in cleaning swimming pools, monitoring chemical levels; and monitoring pool operations.
15. Cleans fields, restrooms, and parking lots; empties trash.
16. Sets up facilities for special events and games.
17. Changes scoreboard lights.
18. Repairs and paints park benches and tables.
19. Sweeps and mops floors and stairs.
20. Mixes and applies herbicides.
21. Supervises and trains seasonal employees and community service workers.
22. Assists with forming, pouring, and finishing concrete.
23. Mows grass.
24. Removes snow.
25. May operate light and heavy equipment, including a mower, bobcat, backhoe, and dump truck.
26. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High school or GED
2. Three years of leadership experience
3. Bachelor's degree in horticulture, agronomy or a plant science preferred
4. Ability to obtain certification for pesticides application within 6 months of hire
5. Missouri Driver's License
6. Ability to obtain a State of Missouri Class "B" CDL certification with air brake endorsement within 6 months of hire
7. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of turf care and maintenance.
2. Knowledge of chemical applications.
3. Knowledge of general electrical, plumbing, carpentry, water irrigation systems, concrete, and painting principles.
4. Knowledge of parks and facilities safety regulations.
5. Knowledge of vehicle and equipment maintenance.
6. Knowledge of tree and plant maintenance.
7. Knowledge of custodial procedures.
8. Knowledge of markings for athletic fields.
9. Knowledge of the set up and take down of temporary fencing, barricades, signs, and banners.
10. Skill in directing crowds and traffic.
11. Skill in operating light and heavy equipment
12. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures.
2. Supervisory instructions, building codes, and special event guidelines.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related maintenance and repair duties. Inclement weather contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. General public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

Individuals with designation as Head Groundskeeper supervise employees designated as Maintenance Technician I and II and other related part-time personnel.

Physical Demands:

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

The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee lifts light and heavy objects, climbs in and out of equipment and uses tools or equipment requiring a high degree of dexterity. The employee may be required to distinguish between shades of color.

Work Environment:

The work is typically performed outdoors. The employee may be exposed to noise, dust and dirt, machinery with moving parts, sun and heat for extended periods and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.