Employee Approval: 9/6/07
Employee Modifications: (Date)
Town/Management Approval: 9/14/07
Town/Management Modifications: (Date)
Consultant Approval: 9/9/07
Consultant Modifications: (Date)
FINAL VERSION APPROVED BY ALL: 9/20/07
ISSUE DATE: (Date

TOWN OF WESTON

PARKS AND RECREATION GROUNDSKEEPER

Position Purpose:

The purposes of this position are to groom and maintain school infields, mow and trim Town properties, perform seasonal cleanup and snowplow parks and walkways. Makes minor repairs to park bleachers and equipment; supervises seasonal staff. Parks and Recreation Groundskeeper is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs wide variety of technical duties requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and under the direction of the Parks and Recreation Director.

Supervision Received: Works under the general direction of the Parks and Recreation Director; follows established department general and special orders, rules, regulations, policies and procedures.

Supervision Given: Supervises part-time seasonal help. Develops job direction, assigns tasks and provides instructions and performance feedback.

Job Environment:

Work is performed in park, field and Town properties; moderate to loud noise levels. Position entails driving and may be subject to exposure to hazardous substances or materials. Work is performed out-of-doors in all weather conditions.

Requires the operation of trucks and equipment including but not limited to: light truck, Smithco super rake, snowplows, tractors, lawn equipment, etc. Also requires the operation of hand tools, power tools, trimmers, etc. Use of telephone, computer and copier is required for communications and monitoring the weather.

Makes occasional contacts with the general public at parks. Most contacts are with fellow Town employees.

Errors could result in injury to park participants, damage to buildings or equipment, liability from personal property damage and delay in service or the cost to rework a project.

Essential Functions:

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

- Perform all ground maintenance at town facilities and parks including raking and grooming infields, mowing grass, weeding, trimming brush, raking leaves, fertilizing, tree removal, seasonal cleanups and picking up refuse/debris.
- Make minor repairs of facilities at parks such as bleachers, fences, benches, etc.
- Shovel and plow snow and spread sand and salt on sidewalks, steps, etc of Town facilities and parks.
- Assist with preparing, maintaining job site and work safety practices. Comply with OSHA regulations.
- Supervise part-time seasonal help during the summer months.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Participates in training and development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:
The qualifications required would generally be acquired with a High School Diploma or GED with 1 year of landscape, snow plowing and/or field maintenance experience. Experience in lawn care/baseball field practices desired.

Special Requirements:
Must have and maintain: Valid CT Drivers License.

Knowledge, Ability and Skill:
Knowledge: Knowledge of the methods, techniques, materials and equipment used in parks, building and grounds maintenance. Turf management knowledge.

Ability: Ability to follow written and oral instructions. Ability to set priorities to accomplish a project and deadlines. Ability to read and follow safety procedures. Ability to work efficiently and effectively with minimal supervision. Ability to operate and maintain equipment listed. Ability to train, assign and supervise staff.

Skill: Skill in using landscape equipment, snow plows, mowing equipment and various equipment, power tools and hand tools. Good communication skills in dealing with the public.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts				X
Risk of electrical shock		X		
Vibration			X	
Other-Describe_____				
Other-Describe_____				
Other-Describe_____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Drive			X	
Other-_____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 30 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds			X	

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)			X	

Vision requirements

__X_ Close vision (i.e. clear vision at 20 inches or less)
__X_ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X_ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X_ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)