

Seasonal Maintenance Groundskeeper

Reports to: Lead Operator
Supervisor: Water/Water Reclamation Superintendent
Department/Division: Water/Water Reclamation
Classified: Non-Exempt - Hourly
Date: April 2018

Approved

JOB SUMMARY

The Seasonal Maintenance Groundskeeper is responsible for maintaining the lawns and minor maintenance of the equipment for the Water/Water Reclamation Department.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Maintain the lawns and designated areas as directed.
2. Outdoor clean-up as needed.

QUALIFICATIONS-EDUCATION REQUIREMENTS-EXPERIENCE AND TRAINING:

1. Must have a high school diploma or GED certificate.
2. Must be 18 years or older.
3. Valid IL driver's license required.
4. Experience operating lawn and/or landscaping equipment.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS:

1. Position is a seasonal position from April through October, weather permitting.
2. Flexible work schedule approximately 20-25 hours per week, Monday-Friday.
3. Outdoor work environment.
4. Ability to operate lawn equipment.
5. Ability to: work in outdoor environment; lift up to 50 pounds; frequent standing, walking, kneeling, and bending; repetitive movement of hands.
6. Responsible for following all safety and health requirements as outlined by the department.
7. Ability to follow direction from supervisor and co-workers.
8. Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk distances and work on feet during the shift; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT:

The work environment characteristics described herein 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.

The work environment is a typical lawncare environment that requires an employee to regularly work in the outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to all weather conditions, wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work area is usually loud.

This job description does not attempt to list all duties related to the job. Additional duties may be assigned.

I accept this job offer as described.

Signed: _____ Date _____

Printed Name: _____