# Groundskeeper – Parks Maintenance

**Grade: 3**

**FLSA: Non-Exempt**

**Date: 02/20**

**Job Summary:** Performs a variety of manual tasks to maintain County grounds and structures; performs other duties as assigned.

**Essential Functions:**

1. Responsible for cleaning of County owned facilities to include parks, public landings, which also includes cleaning restrooms;
2. May:

* cut grass and maintain clean turf;
* repair and operate irrigation systems;
* maintain and repair various equipment;
* assist in construction of roads and walkways;
* operate trucks, tractors, power equipment and tools;
* finish interior and exterior walls by washing, sanding, painting, etc.
* be required to work after hours and weekends;
* prepare for special county events;

1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to safely operate a motor vehicle and various types of equipment, such as tractor, power auger, blower, etc.;
3. Ability to effectively communicate with other staff and especially members of the public;
4. Ability to use various hand tools such as wrenches, rulers, levels, shovels, and saws;
5. Basic knowledge of maintenance trades such as carpentry, plumbing, electrical, and mechanical;
6. Basic knowledge of landscaping techniques such as planting, liming, fertilizing, and watering;
7. Ability to follow written and oral instructions from supervisor and to work independently or as part of a team;
8. Knowledge of safety regulations and established procedures for operating equipment as

Well as for ensuring public safety;

1. Basic knowledge of machinery and vehicle maintenance;
2. Basic math and language skills.

**Education and Experience:**

1. High school diploma or G.E.D.

**Additional Requirements:**

1. Must pass physical examination prior to employment;
2. Must posses a valid Maryland Class A Restricted Commercial Driver’s license or the ability to obtain one within six months from date of employment;
3. May be required to provide on-call emergency services.
4. Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations.

**Physical and Environmental Conditions:**

Work requires constant physical effort including some lifting or handling of heavy tools or materials of 60 pounds or more in addition to driving heavy vehicles.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions, e.g., extreme outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Signature Date