

**CITY OF MERRILL
POSITION DESCRIPTION**

TITLE: PART TIME GROUNDS KEEPER

DEPARTMENTS: Parks, Building, Maintenance.

JOB FUNCTIONS: Responsible for maintenance of parks and city-owned property and other misc. duties as assigned.

JOB RESPONSIBILITIES:

Grounds:

1. Maintain grounds on all City property as needed.
2. Trim trees on City property as needed.
3. Inspect Park playground equipment and repair or replace (*or arrange for such*) as needed.
4. Spray weeds (*or arrange for such*) when needed.
5. Trim bushes, mow grass, edge grass, and rake leaves.
6. Maintain (*or arrange for such*) all city property structures as needed.
7. Maintain trash receptacles.

Equipment:

1. Operate and maintain job required equipment on appropriate applications as needed.
2. Perform (*or arrange for such*) general maintenance and repair work on all City equipment as needed.
3. Maintain accurate equipment records.

Miscellaneous:

1. Reports directly to the Public Works Superintendent.
2. Keep an accurate timecard by utilizing time clocking app procedures and review and approve timecard at the end of every pay period and before the beginning of the next pay period. Work schedule will be dictated by supervisor and workload.
3. Notify your supervisor directly if you find it necessary to leave work early.
4. Notify your supervisor directly if you are unable to be present for work or unexpectedly detained. Upon your return, report directly to your supervisor.
5. Dispose of dead animals and other disposable items as needed from city property.
6. Notify Merrill Police Department of any vehicles parked illegally on city property.
7. Give input to your supervisor on planned projects that need to be included in the annual task listing or for budget planning.
8. All other duties as assigned.

CONTACT:

The incumbent in this position makes frequent contact with other City of Merrill employees and the mayor to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with people outside the city are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED:

Pickup trucks, mowing equipment, various hand and power tools, and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required.
- B. License – Valid Iowa Driver’s License in good standing. CDL a plus, or willing to obtain CDL.
- C. Some knowledge and/or training in heavy equipment operation and maintenance are preferred. Due to the nature of the tasks to operate heavy equipment, all applicants must be at least 18 years of age.
- D. Experience – No experience required. Some experience in ground maintenance or related areas is preferred.
- E. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance-related projects in the city as assigned by supervisor.
- F. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.
- G. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizens’ expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in this job class are expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.