



JOB DESCRIPTION
BUILDING MAINTENANCE - GROUNDSKEEPER I
(Promotional)

THE POSITION

This position is a newly created hybrid position assigned to the Building Maintenance Department to perform a variety of custodial, maintenance, repair, renovation, and park improvement projects throughout the Park District. In addition, this position may be assigned temporary duty as a groundskeeper on any of the ground's maintenance crews throughout the Park District to assist with specialty projects and/or to fill temporary staffing shortages.

Under direct supervision of the Sr. Maintenance Supervisor – Buildings and/or Sr. Maintenance Supervisor - Grounds during temporarily assigned duties, this position performs a variety of skilled and semi-skilled tasks related to the care and maintenance of park buildings, park site amenities, landscape, and grounds, as assigned. This position may also involve some work related to park renovation, improvement, and construction projects.

Starting and ending times for maintenance crews vary. Position may be assigned to work from 6:00 a.m. to 2:30 p.m., 6:30 a.m. to 3:00 p.m., or 7:00 a.m. to 3:30 p.m., Monday through Friday. This position may be required to work occasional Park District special events, evenings, weekends, and holidays.

The ideal candidate will have a broad range of knowledge and abilities in both building and grounds maintenance and construction.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- General knowledge and ability to assist with concrete and masonry construction.
- General knowledge and ability to assist with rough and finish carpentry.
- General knowledge and ability to assist with minor electrical and plumbing projects.
- Ability to assist with the installation and maintenance of Park District playground equipment.
- Ability to paint interiors and exterior wall surfaces of wood, plaster, drywall, masonry, and other park site amenities.
- Ability to performs additional building maintenance duties; which may include custodial services, moving furniture and equipment, assistance with truck and trailer transportation, special event set-up and clean-up, shop and field fabrication, and/or other assigned duties as required.
- Ability to operate various power mows, edging equipment, and weed whips.
- Ability to assist with pest and weed control spraying, and the application of various fertilizers.
- Ability to weed planters, and prune trees.
- Ability to assist with minor sprinkler system repair.
- Ability to assist with landscape installation and construction.

- Ability to assist with ball field preparation.
- Ability to perform equestrian, bike, and multipurpose trail maintenance.
- Ability to perform graffiti and trash removal.
- Ability to perform minor maintenance of the District equipment.
- Ability to perform cleaning and upkeep of park building facilities (restrooms).

The position may perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Graduation from high school or equivalent required.

Requires knowledge and experience in grounds maintenance, building maintenance, and general construction with the skill, ability, and knowledge to make a meaningful contribution towards the District's goal of providing well-maintained parks for the community. Must have the ability to be an excellent member of the team and work independently with an acceptable level of productivity.

Must be able to safely operate all electrical and mechanical tools utilized in grounds and building maintenance, including District vehicles and equipment. Requires the ability to read and understand written instructions and use good judgement in carrying out written and oral instructions.

License / Certification: Must possess a valid California driver's license and good driving record.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected this position will require walking or standing 90% of the time or more; frequent lifting and carrying loads to 60 pounds and occasional pushing, pulling, and lifting of loads to 100 pounds; frequent bending, kneeling, squatting, reaching overhead or stretching, climbing stairs, and working on rough or uneven terrain. There will be occasional crawling, climbing ladders, and dexterity for handling and operating equipment. This position will require the operation of equipment normally used in the landscape maintenance and building trades including but not limited to: small hand power tools, sandblasters, compressors, lifts, power mowers, edgers, blowers, weed whips, tractors, bobcats, rototillers, sprayers, chain saws, stump grinders and trenchers, and District vehicle.

7-2023.