

City of Flagler Beach

JOB TITLE: BUILDING MAINTENANCE AND GROUNDSKEEPER

DEPARTMENT: Parks

SUMMARY: Under direct supervision, performs semi-skilled and unskilled work to assist in the maintenance of City parks, buildings, grounds and equipment. Work involves turf maintenance of all City grounds; application of herbicides and insecticides as needed; installation, maintenance and repair of irrigation systems, fences, City buildings, and playground equipment; assisting with the repair of light equipment assigned to the department.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Maintains turf, grounds and landscaping in City parks and public areas. Plants, prunes or removes trees. Aerates, fertilizes, mows, trims and edges grounds and turf areas. Applies pesticides and herbicides as directed.
2. Inspects parks for hazards and takes corrective action or reports to supervisor, pick-up trash and litter in parks, public areas and beaches.
3. Assembles and installs park benches and equipment.
4. Assists with the installation, maintenance and repair of the City irrigation systems; test irrigation system; assist in troubleshooting problems; repairing and replacing broken and worn parts as needed.
5. Operates, maintains, utilizes and works with general, common and/or specialized tools, equipment, materials and/or supplies associated with groundskeeping including riding mowers, fly mowers, edgers, power blowers, weed eaters and chain saws.
6. Performs general maintenance on City and park buildings and other parks and recreation equipment; paints City facilities, park buildings and other park and recreation equipment when necessary; assists in performing rough carpentry, plumbing and electrical maintenance.
7. Checks fluid levels, cleans, greases and fuels equipment.
8. Performs heavy manual labor as required by work assignment including loading and unloading heavy materials.
9. Assists with special events; set up barricades, lights, trash cans etc.; responds to emergency situations; assists with clean-up of special event.
10. Performs work as required in cases of emergency or various recovery operations following and emergency.
11. Performs related duties as required and assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of groundskeeping operations and occupational health and safety requirements, techniques and practices.

Knowledge of the proper maintenance and upkeep of groundskeeping tools.

Knowledge of FEMA process and emergency operations.

Skill in performing heavy manual labor in an outdoor environment.

Skill in following oral and written instructions.

Skill in using common hand and power tools.

Ability to establish and maintain cooperative relationships with supervisors, coworkers and the general public.

Class: LTC-3

Non-Exempt

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate to heavy work in all types of weather and exposure to hazardous chemicals, infectious disease and potential physical harm. There is frequent need to stand, stoop, walk, lift heavy objects (up to 80 pounds) and perform other similar actions during the course of the workday. Must be physically able to operate a variety of machinery and equipment including lawn mowers, edgers, tractors, chainsaws etc. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position will also require the use of City vehicles on City business. Individuals must be physically capable of operating vehicles safely, and have an acceptable driving record.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and two (2) years of general maintenance of facilities, grounds maintenance experience or experience performing heavy manual labor in an outdoor environment. Possession of a valid State of Florida Driver's license.