

**Jefferson County Position  
Description**

**Name:** \_\_\_\_\_ **Department:** Parks Department

**Position Title:** Building/Grounds Worker (Summer) **Pay Grade:** \_\_\_\_\_ **FLSA:** Non-exempt

**Date:** \_\_\_\_\_ **Reports To:** Parks Supervisor

**Purpose of Position**

This position assists in Jefferson County’s parks maintenance and development program, including 21 County Parks, the Glacial River Bike Trail, GHA water trails and grounds maintenance for all county facilities.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Cares for established lawns by mulching, aerating, weeding, grubbing, removing thatch, trimming, edging around flower beds, walks, and walls.
- Mixes, sprays, and spreads fertilizers, herbicides, and/or insecticides onto grass, shrubs, and trees, using hand and/or automatic sprayers and spreaders
- Maintains and repairs tools, equipment and structures, such as buildings, bathrooms, fences, benches, and kiosks, concrete sidewalks, and shelters using hand and/or power tools.
- Completes general service on equipment including sharpening, greasing, oil changes, and general repairs and replacements.
- Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters, and other grounds features.
- Shovels snow from walks, driveways, parking lots, and spreads salt in those areas.
- Assists with restoration projects.
- Participates in prescribed fires.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA policies and procedures, if applicable.
- Performs other duties as assigned or may develop.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with some building and grounds maintenance experience including driving, trucks, trailers, and operating equipment.

**Preferred Training and Experience Required to Perform Essential Job Function**

One to two years related experience and/or training; or associate’s degree; or an equivalent combination of education and experience.

### **Other Requirements – Certificates/Licensures**

Valid driver's license.

### **Knowledge, Skills, Abilities**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.
- Knowledge of federal, state and local codes and regulations specific to construction and maintenance, herbicide applications, worker safety
- Knowledge of grounds and building maintenance using hand or power tools or equipment
- Skill in use of a variety of power and hand tools
- Skill in use of tools associated with grounds keeping, construction, carpentry, masonry, plumbing, electrician.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does regularly occur. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic

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chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee

Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date

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