

**Jefferson County  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Parks Department  
**Position Title:** Building/Grounds Worker I (PT) **Pay Grade:** 2 **FLSA:** Non-exempt  
**Date:** July 2024 **Reports To:** Parks Supervisor

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**Purpose of Position**

The purpose of this position is to complete building and grounds maintenance tasks throughout the Jefferson County Parks Department.

**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.**

- Assembles, installs, and inspects outdoor equipment including playground equipment, picnic tables, park shelters, and other park amenities.
- Assists with park development construction, carpentry, and masonry projects, performing woodworking and sign building tasks, assembling tables and benches, erecting signs, and repairing and painting park outbuildings.
- Cleans and maintains buildings and grounds, including picking up litter and garbage, cleaning and sanitizing bathrooms and kitchens, and replenishing supplies.
- Monitors building and ground premises for safety, and to ensure occupant or visitor safety.
- Operates vehicles or powered equipment, such as mowers, tractors, snow blowers, chainsaws, electric clippers, sod cutters, or pruning saws.
- Operates skid loader, truck, forklift, and other equipment.
- Operates, repairs, and maintains equipment and the grounds.
- Paints and maintains park signs, benches, tables, shelters, restrooms, and other facilities.
- Performs basic electrical and plumbing repairs.
- Performs building maintenance tasks including cleaning, painting, and repairing.
- Performs daily maintenance rounds.
- Performs extensive vegetative management throughout the park system including mowing, weed whipping, chemical and weed spraying, brush and shrub trimming, tree trimming and felling, prairie restoration, hazard identification, tree planting, prairie burns, invasive species control, landscape development and construction, grass seeding and mulching, and stump removal.
- Performs routine custodial tasks of organizing and preparing supplies; alerting supervisor when more supplies are required.
- Prunes or trims trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Removes snow and ice from parking lots, sidewalks, and door entrances.

- Requires availability to work some weekends, evenings, and holidays as assigned by the Parks Operations Supervisor.
- Performs and schedules maintenance and routine repairs on park lawn mowers, trucks, and other equipment.
- Transports and operates construction equipment for park projects including dump trucks, backhoes, bobcat, graders, and large trailers.
- Uses hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Waters lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

#### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Oversees seasonal staff on Parks Department projects

#### **Minimum Training and Experience Required to Perform Essential Job Function**

High school diploma or equivalent required and six months related experience and/or training in grounds maintenance experience.

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

High school diploma or equivalent required and one - two years related experience and/or training in grounds maintenance 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 generally 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 as moving mechanical parts; fumes or airborne particles; toxic or caustic 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.**

*I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.*

Employee

Date

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Supervisor

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Date

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Human Resources

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Date

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