



# Park River Parks

## JOB DESCRIPTIONS: SR GROUNDS MANAGER

### SUMMARY:

Supervise & assist with the general maintenance, repairs and installations at city parks, medians, right of way areas, athletic fields, and municipal facilities.

### Essential Job Functions:

Will oversee and Supervise crew in the following:

- Maintains, installs and replaces landscaping in city parks, right of way areas, medians and municipal facilities.
- Maintains athletic fields, paints boundaries and lines of sports fields, levels ground and monitors grounds for safety hazards.
- Paints, repairs and maintains equipment, furniture, facilities and playground components.
- Installs signs
- Organizes tools, equipment and supplies necessary to complete assignments.
- Inspects, cleans and maintains equipment and tools in a safe operating order.
- Cleans work sites and performs routine inspections of assigned areas to detect any necessary repairs of hazardous conditions.
- Cleans restrooms and other public areas
- Assists in the setup, tear down and cleanup of special events and meetings.
- Performs other related duties assigned

### Job Requirements:

#### Required Knowledge and Skills:

- Knowledge of general maintenance and repair techniques depending on the area assignment
- Knowledge of the operation and maintenance of assigned light equipment, power and hand tools
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of City policies and procedures.
- Skill in following oral and written communication
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Skill in operating assigned equipment and tools
- Skill in resolving customer complaints and concerns

#### Preferred Education, Experience, and Certifications:

- **Must possess a valid State of North Dakota Driver's License**
- **Must have min of five years in the work force.**
- **Equivalent of tenth grade education, or equivalent combination of education and experience.**
- **Must be able to properly lift a minimum of 50 lbs.**

#### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment
- May be subject to repetitive motion and heavy manual labor such as mowing, raking digging, and picking up trash containers and other heavy objects.
- May be subject to extended periods of sitting, standing, bending, reaching, kneeling, entering enclosed spaces, climbing ladders, weeding, landscaping, mowing grass, and operating other equipment.
- May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenched, air and water borne pathogens, body fluids, infectious diseases, rodents and insects.

#### Equipment and Tools Utilized:

- Equipment utilized includes hand/power tools and equipment specific to area of assignment such as mowers, tractors, edger's, weed trimmers, and other landscaping equipment, and departmental vehicles.