

JOB OPENING

Parks Department

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

Groundskeeper (Grade 1) (Full Time)

General Statement of Duties: Performs a variety of laboring duties in the work of maintaining the care and protection of a park and its recreational facilities; does related work as required.

Supervision Received: Works under the immediate supervision of an employee of higher grade who assigns and inspects work in conformance with policy.

Examples of Duties (Illustrative Only):

1. Assists with the maintenance and repair of park roads, walks, buildings, water systems, drains, and grading; paints and repairs benches and tables; mixes cement and mortar for fireplaces and walks.
2. Assists with the removal, storing and placing of park benches, tables, playground equipment, and building supplies.
3. Maintains the park grounds and buildings free from rubbish and trash; removes and disposes of garbage; tends to sanitation activities.
4. Cuts grass and removes snow by hand operation or machine; plants and trims trees, tends to landscaping, flowerbeds, and nursery projects.
5. Prepares and delivers wood to the various shelters and fireplaces by cutting, chopping or operating saws.
6. Performs guard and watchman duties for the park protection and safety to the public; patrols and inspects park fireplaces; directs traffic and parking; oversees the conduct of persons in buildings and on recreational equipment.
7. May operate a truck or other units of park motor equipment and perform general maintenance work on park equipment.

Required Knowledge, Skills and Abilities: Working knowledge of building and grounds maintenance procedures and equipment; ability to perform a variety of unskilled maintenance and repair tasks; ability to get along well with others, ability to understand and follow routine oral instructions; industry and dependability; good physical condition.

Experience and Training: Some experience in grounds or building maintenance or similar work; ability to read and write. Employees hired, promoted or transferred into the Groundskeeper job title on or after May 14, 2011 must maintain a valid pesticide license as required by the Town.