

**St. Andrew's Parish Parks & Playground Commission**  
**Official Job Description**

Job Title	Parks Maintenance Tech - Grounds
Classification	Full time
FLSA Status	Non-exempt
Department	Parks Maintenance
Location	1095 Playground Road
Supervisor	Parks Maintenance Director
Hours	Generally, Monday through Friday, 6:00 a.m. to 3:00 p.m.; on call all other hours

**JOB SUMMARY**

Ensure that all parks and playgrounds are maintained. Ensures that all agency grounds and outdoor facilities are kept clean, safe, pest-free and attractive.

**ESSENTIAL DUTIES**

- Ensure the cleanliness of all agency facilities and property
- Create an inspiring experience for all agency customers
- Ensure game readiness of all athletic fields, including proper layout, game-appropriate grounds maintenance and lining
- Ensure the immediate correction of outdoor safety hazards
- Apply pesticide and herbicide treatments
- Ensure all plants are pruned, trimmed, and healthy
- Ensure clean-up of grounds and outdoor facilities after severe weather events
- Act to ensure the safety and well-being of participants using agency facilities

**OTHER DUTIES**

- Inspect and maintain playground equipment to ensure compliance with safety standards
- Inspect fields prior to games to ensure readiness
- May occasionally be requested to work evenings or weekends for special events
- Other duties as assigned
- Must have dependable transportation

**QUALIFICATIONS**

**Education and Experience**

- Must be 18 years of age or older
- High school diploma or GED required
- Two years of grounds maintenance experience is desired

## **Knowledge**

- Field layout for baseball, softball, soccer, football, and volleyball
- Technical vocabulary associated with grounds maintenance
- Care and operation of grounds maintenance equipment

## **Skills**

- Verbal communication
- Written communication
- Mechanical aptitude
- Organization
- Direction
- Evaluation
- Instruction
- Motivation
- Creativity
- Ability to meet deadlines
- Ability to work as a member of a team

## **Certifications and Licensing**

- CPR/First Aid/AED certification is required and must be maintained throughout employment
- Valid driver's license is required and must be maintained throughout employment

## **PHYSICAL DEMANDS**

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

- Mobility, strength, endurance, manual dexterity, and eye/hand/foot coordination sufficient to operate grounds equipment
- Mobility, strength, and eye/hand/foot coordination sufficient to offer medical assistance up to and including CPR if needed
- Strength to lift equipment or materials weighing up to 50 pounds
- Hearing and speech sufficient to communicate in person or over the telephone
- Vision sufficient to read and understand technical manuals and diagrams

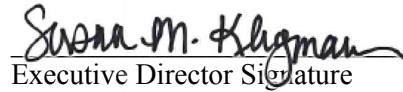
## **WORKING CONDITIONS**

The majority of work takes place during the hours of 6:00 am to 3:00 pm, Monday through Friday.. Work is divided between agency grounds and the maintenance shop, a one-story building containing one large office, a double garage bay, and repair and storage areas. The parks maintenance office can be entered through the building interior. Must be physically able to operate a variety of equipment including mechanics tools, carpenters tools, electrical tools, plumbing tools, shovels, rakes, etc. Tasks involve the

regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds) and occasionally heavier weight (up to 100 pounds) with assistance. Outdoor conditions may include bright direct sunlight and temperatures may range from 40°F to 100°F

This job description lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have or obtain job-related knowledge and skills.

Approved By:

  
Executive Director Signature

20 January 2023

Date