

**DAVIESS COUNTY FISCAL COURT
JOB DESCRIPTION**

Job Title: Grounds Maintenance Attendant
Department: Parks
Reports To: Maintenance Assistant and/or Supervisor
Status: Non-exempt
Prepared date: May 2010

SUMMARY

Performs grounds and beautification maintenance duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

Plants trees, shrubs, plants and flowers in accordance with plans approved by the Park Director.

Maintains landscaped areas, including mulching, watering, weeding, pruning, mowing and fertilizing. Uses equipment including trucks, lawn mowers, blowers, chain saws, various hand tools, weed eaters, and edgers.

Performs daily trim mowing duties.

Performs daily litter pick-up and trash removal.

Operates light ground maintenance equipment and vehicles.

Keeps all grounds maintenance equipment clean, operable and properly stored.

Keeps Maintenance Assistant informed of all damages, repair needs and supply requisitions.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or G.E.D.; or one to three months related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY

Ability to apply common sense understanding and to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers License

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, talk or hear and taste or smell. The employee must occasionally lift and/or move more than 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, high, precarious places, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.