

# CITY OF PLATTSMOUTH

## JOB DESCRIPTION

**Job Title: Grounds Maintenance**

**Department: Grounds Maintenance**

**Reports to: Grounds Maintenance Supervisor/Public Works Director**

**Schedule: 40 hours per week**

**Hourly Rate: \$12.00 to \$21.00 / hour**

**Brief Description of the Job:** Grounds Maintenance of all city-owned properties

### **Essential Duties:**

- Ability to deal with general public in a courteous and tactful manner.
- Report any safety hazards to the general public immediately to supervisor.
- Assist with looking up cemetery records and their locations and giving directions to the location of graves.
- Assist in locating and laying out graves for opening and closing within inches of surrounding graves.
- Assist in occasional setting of head stones.
- Assist in digging of cremation graves.
- Ability to use gas-powered grass trimmer for extended periods of time.
- Ability to mow with large commercial mowers for extended periods of time.
- Ability to perform job duties without direct supervision.
- Knowledge of and ability to operate vehicles, machinery, equipment and tools pertaining to duties performed.
- Assist in striping of ball fields, setting of irrigation systems.
- Assist in picking up sticks, artificial flowers, trash, tree trimming, down trees and large limbs, raking and hauling.
- General cleaning of all areas to be maintained including public restrooms, playgrounds, etc.
- General cleaning of shops and equipment.

- General repairs of playground equipment, buildings and structures.
- Work is generally performed outdoors and requires a considerable amount of physical activity.
- Work is generally performed while operating very loud gas or diesel powered equipment.

**Requirements:**

Must possess a valid driver's license

Regular and reliable attendance is required of all employees

Pre-employment drug screens required

Must be able to lift up to 75 pounds

Safety glasses, ear protection and safety vests to be worn when required

Must be able to stand and walk while carrying up to 20 pounds for an hour without rest

Must be neat and clean in appearance

Must be 18 years of age or older

Must be able to read and write in the English language

**Maintenance of Equipment:**

Changing oil

Remove, sharpen and replace blades as needed

Check tires for pressure and wear

Frequent greasing of equipment

Frequent overall safety inspection of machine

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved: City Administrator \_\_\_\_\_ Date \_\_\_\_\_