

**INGHAM COUNTY
JOB DESCRIPTION**

GROUNDSKEEPER

General Summary

Under the supervision of a Maintenance Supervisor, mows and trims grass, participates in the application of fertilizers, pesticides, and other chemicals, assists with landscaping projects, and performs other tasks to assist in maintaining the County grounds. Operates snow removal equipment to clear snow from County lots and sidewalks. Assists in maintaining vehicles, mowers, and other equipment.

Essential Functions

1. Operates tractors with mowers, riding mowers and power mowers to cut grass on the County grounds. Trims grass, trees, shrubs, and hedges with power and hand equipment. Operates power-edger for sidewalks.
2. Performs other grounds maintenance functions such as aerating and thatching.
3. Removes brush, dead trees and other debris from grounds. Operates chain saw and other power equipment.
4. Removes trash from trash containers and empties ash trays. Changes liners in trash containers and replaces sand in ash trays. Checks the grounds daily for trash.
5. Operates front-end loader and uses other equipment to develop areas for new lawn, flower beds, or other landscaping plans. Repairs areas damaged by plows or weather conditions.
6. Operates and maintains the irrigation system, includes assisting in repairing broken pipes, valves, pumps and other equipment. Replaces sprinkler heads.
7. Installs landscape timbers, spreads woodchips and stones, and performs other landscaping tasks. Plants grass, flowers, shrubs, and trees.
8. Performs the applications of fertilizer, pesticide and other chemical application. Loads and mixes chemicals, operates application equipment such as tank sprayer, back pack pump, and hand spreader, and posts notices warning of application. Records and maintains application records.

9. Operates trucks with plows and tractors with brooms to remove snow from County parking lots. Operates snow-blowers to clean snow from sidewalks. Shovels entrances and other areas inaccessible to power equipment. Operates trucks with salt spreader.
10. Performs maintenance on departmental vehicles and equipment, includes changing oil, changing filters, lubricating, changing fluids, and sharpening blades.
11. Supervises inmate trustees or community work groups assigned to grounds-keeping tasks.
12. Performs interior and exterior painting, includes repairing and preparing walls for painting and applying various types of paint. Requires use of ladders and extension ladders.
13. Applies cold patch to repair paved areas. Applies striping to parking lots.
14. Assists in office moves by moving office furniture, file cabinets, and office equipment.
15. Assists maintenance staff on larger projects and may fill in for maintenance staff on designated assignments.

Other Functions

16. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One year experience in grounds maintenance including the operation of grounds equipment similar to that used in the maintenance department.

Other Requirements: Possession of a valid Michigan Driver's License. Certified by the State as a Pesticide Applicator.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Climbing on ladders for painting jobs.

Walks over uneven terrain to operate grounds equipment and remove snow.

Squatting, stooping, kneeling to operate and repair equipment.

Climbing into trucks and onto other equipment.

Operating trucks with snow removal equipment and to haul equipment.

Lifting ability to remove and replace parts on equipment.

Ability to lift, push and pull office furniture.

Ability to lift and move bags of salt, fertilizer, woodchips, and various other supplies weighing up to 100 lbs.

Working Conditions:

Works outside in varying weather conditions.

Works in all areas of County grounds.

Works in cramped body positions to perform repairs to equipment.

Works in areas with loud noise.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

Exposure to environmental allergens such as grass, weeds and pollens.

Contact with oil and petroleum products.

Exposure to solvents, pesticides and herbicides.

Exposure to gases and fumes.