



Job Title:	Groundkeeper	Department/Loc:	Parks
FLSA Classification:	Non-exempt	Date Drafted:	October 2023
Reports To:	Parks Manager		

Position Summary

The purpose of this position is to ensure the maintenance of public Parks and Grounds of City properties. The position is responsible for overseeing and conducting generic lawn maintenance such as mowing, trimming, planting, inspecting playground equipment & City grounds for hazards and making minor repairs to equipment and buildings.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

- Inspects City grass/lawn for problems and applies fertilizers, herbicides, pesticides and other chemicals to stimulate growth and prevent or control weed, disease, or insect infestation, as well as practicing integrated pest management techniques.
- Plants, fertilizes, trims, prunes, irrigates flower beds, shrubs and bushes as needed.
- Performs all tasks associated with greenhouse operations.
- Operates and maintains an assortment of power tools as well as hand tools including a lawnmower, chainsaw, hedge trimmer, shovel etc., in the performance of daily routine activities.
- Repairs, paints and/or installs benches, playground equipment, picnic tables and guard rails; provides preventative maintenance to park equipment as needed.
- Inspects city owned grounds; initiates corrective action as needed.
- Assists Sanitation Department, ensuring parks are clean for the public.
- Assist with all City Events to include moving tables, supplies, etc..
- Performs light preventative maintenance on vehicles such as checking and adding fuel, oil, and air, checks brakes, greases fittings, fluid levels, and tire pressure; ensures trucks and equipment are kept washed and clean and in proper operating condition.

Position Responsibilities - Non-Essential/Other

- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- High school graduate, GED or equivalent
- SC Class 1 driver’s license
- Minimum of 6 month to one year as a groundskeeper or equivalent

Mental & Physical Demands - ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Frequently |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- | | | |
|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job may risk exposure to dust and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals and wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, disease/pathogens and toxic/caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing and speaking.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.



Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed