

**JOB TITLE: District-Wide Part-Time Summer/Seasonal Grounds Assistant**

**Reports to:** District Head Groundskeeper & Director of Operations

**Job Summary:** Perform general lawn maintenance and other outside duties to maintain summer field/facility use.

- Seasonal duration: Anticipated – April 1 through August 28 (some flexibility on an as needed basis).
- Days/Hours: Monday-Friday ~ 7am-12:30pm (weather dependent and may have some flexibility on an as needed basis)

**Essential functions of the job may include but are not limited to the following:**

- Operate riding mower, tractor, and other equipment to maintain athletic fields and grounds.
- Set up athletic fields according to specifications; paint lines for fields; groom fields when appropriate or lays out fields as directed by event schedule.
- Landscape, seed, and sod grounds as needed.
- Plant trees, shrubs, and flowers; prune trees and trim hedges to promote growth and improve appearance.
- Collect and dispose of leaves and refuse.
- Routine watering of trees, shrubs, and flowers.
- Report problems with equipment and performs routine maintenance.
- Use other light maintenance equipment such as weed whip.
- Collect and dispose of recycling and garbage

**Other functions of the job include but are not limited to the following:**

- Mulch landscaped areas
- Repair fencing/gates
- Paint pavement markings and perform asphalt cold patching
- Performs other general duties as needed or assigned to ensure smooth operation of the department.
- May support grounds crew at other sites if required.

**Knowledge, Skills and Abilities Required:**

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

- Must be 18 years of age or older.
- Must demonstrate sufficient mechanical aptitude to be able to operate equipment and correct minor problems.
- Ability to work outside entire shift in sun, wind and light rain.
- Must have good customer service skills and the ability to communicate effectively with employees and community members.
- Proven ability to establish and maintain cooperative and effective working relationships with others and present a professional appearance.

- Ability to work independently with little work direction.
- Must have the ability and proven record of reporting to work on a regular and punctual basis.
- Clean driving record and ability to comfortably operate district vehicles.

**Physical Requirements:**

Tasks involve prolonged periods of walking, standing, stooping, lifting, etc. This position requires good physical conditioning, strength, agility, and endurance. Must be able to climb ladders and climb on and off equipment and lift 50# on own or 75# with assistance on a regular basis.

*March 2025*