



# Job Description

## Grounds Maintenance Manager

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum five (5) years of ground maintenance experience or equivalent combination of education and experience.

**Minimum Education Requirements:** Two years of college course work in a Turf Management or a related field.

**Department:** Recreation.

**Direct Supervisor:** Recreation Director.

**Supervisory Responsibility:** Direct (9); Indirect (x)

**Primary Work Location:** Work is performed primarily outdoors.

**Certification:** Valid State of Florida driver's license. Obtain a Restricted Pesticide Certification and Maintenance of Traffic (MOT) Certification within six months of employment.

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**Job Summary:** Skilled supervisory work in planning and maintaining Parks and Recreation grounds, athletic fields, and facilities.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise and schedule employees in the maintenance of a variety of grounds, athletic fields and parks and performs mowing, weeding, tilling, raking, digging, and other manual labor tasks.
- Develop and implement operating procedures and safety program for work area.
- Supervise all areas related to Cemetery, ROW, and Park/Athletic Field Maintenance.
- Train, supervise, and evaluate subordinates.
- Prepare plans and cost estimates for parks maintenance and improvements.
- Prepare athletic fields for athletic activities such as lining, raking, etc.
- Install turf, seeds, and top dressing on athletic fields, parks, and other grounds.
- Apply and instruct subordinates in safe use and handling of insecticides, herbicides, fungicides, and fertilizers.
- Maintain detailed records of chemical and fertilizer application as required by law.
- Help maintain equipment and facilities.
- Oversee the litter control functions.
- Install, repair, and maintain irrigation systems.
- Make daily written and oral reports.
- Inform and direct the public in the use of facilities.
- Attend meetings both internal and external.
- Requisition materials, supplies, and equipment.
- Perform other job duties as assigned.



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### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Maintenance and installation of turf and landscaping materials.
- Proper use and safe handling of pesticides, fertilizers, etc.
- Tools and equipment to do related work.
- Grounds keeping practices and principles.
- Irrigation system operations and repairs.
- City's functions, policies, and procedures.

#### Skills

- Good written and oral communications and relational skills.
- Public relations and customer service.
- Operation and preventative maintenance of equipment and related tools.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer, printer, calculator, fax, and copier.

#### Abilities

- Perform heavy manual labor under various weather conditions.
- Work with only general supervision or direction.
- Follow written and verbal instructions.
- Keep detailed records and perform administrative functions.
- Train, schedule, and supervise subordinates.
- Exposure to chemicals (including insecticides, herbicides, and cleaning supplies) is typically encountered while performing duties.
- Some projects may involve working at heights of twelve (12) feet or more.

#### Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.



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- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date