

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 11/07/2018 **Department:** Parks & Rec (6102)
Title/(Status)/Job Code: Groundskeeper Parks & Rec (0905) **Reports To:** Parks & Rec Supervisor
Pay Grade/Salary Range: PG – 102 \$21,017.73 - \$32,577.48 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A semi-skilled laborer position responsible for the maintenance and general upkeep of buildings, grounds, parks, recreation areas and other grassy, wooded, and decked areas normally exposed to the outdoors.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Cleans, plants, fertilizes, mows, trims, weeds and otherwise maintains grounds, lawns, recreation areas and other wooded areas requiring maintenance.
- Places and removes sod, prepares and seeds bare areas.
- Edges buildings, sidewalks and parking areas.
- Installs and repairs irrigation piping and sprinklers.
- Maintains, cleans and makes minor repairs on grounds keeping machinery and equipment.
- Operates tractors, power tools, chain saws, edgers and other light equipment as needed.
- Maintains and cleans restroom facilities.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as required and as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of general gardening and grounds keeping practices.
- Knowledge of the methods and tools used in grounds keeping work.
- Skill in the use of gardening tools and equipment.
- Ability to operate light construction equipment and trucks.
- Knowledge of water safety and operation of watercraft.
- Ability to understand and communicate oral and written instructions.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 25% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings, and materials to complete daily tasks. Frequently ascends/descends stairs, ladders, and scaffolding. Frequently moves materials and office equipment weighing up to 40 lbs. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently works in outdoor weather conditions. May be required to work in inclement outdoor weather conditions for up to four (4) hours. In close proximity to bodies of water. Frequently operates motor vehicle for up to four (4) hours, of which four (4) hours may be continuous.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from high school or possession of an acceptable equivalency diploma preferred. One (1) year experience in general grounds keeping or laboring work.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid Florida Driver's License while employed.

3. OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential