

City of Missouri Valley, Iowa

Employer: City of Missouri Valley

Department/Division: Park Department

Facility/Location: Park Department

Job Title: Seasonal Groundskeeper

Shift: M-F; 8 hours

Job Summary: This position is under the general supervision of the Park Superintendent and Street Superintendent. Under the Parks Department, performs a variety of semi-skilled and technical tasks in the maintenance and operation of buildings, grounds, parks, open spaces, recreation structures. Under the Street Department, performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the replacement of street and storm drainage facilities and systems, and maintenance of the City's streets, right-of-way, curbs and gutters, sewer and storm drainage systems. Assists water or other city crews as needed. This position has no supervisory responsibility.

Essential Functions

Parks Functions

1. Mows and trims grass on right of ways and parks; sprays for weeds and fertilizers; plants, trims, and removes trees and shrubs as needed.
2. Weeds and maintains grass and flowerbeds on city property and parks.
3. Performs miscellaneous cleaning, maintenance, and repair work on City-owned buildings including park facilities, equipment, and shelters.
4. Completes service and maintenance of City vehicles and equipment.
5. Repairs or replaces building brick, stone, and concrete. Maintains/repairs interior/exterior portions of buildings.
6. Cleans buildings, washes windows, and empties trash cans.

Physical Demands	Description	Essential Function(s)
Pushing	Push up to 60 pounds to open/close vehicle doors, operate, or transport various equipment. Push up to 17 pounds with both feet to operate foot pedals.	1,2,3,4,5,6
Pulling	Pull up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,5,6
Climbing	Climb up to 15 steps ranging from 13 to 23 inches to get in and out of vehicles, use ladders and step stools.	1,2,3,4,5,6
Standing	Stand for up to 7.5 hours per day.	1,2,3,4,5,6
Walking	Walking throughout various parks, fields, and grounds.	1,2,3,4,5,6
Sitting	Sit for up to 2 hours at a time to drive or operate equipment.	1,2,3,4,5,6
Lifting	Lift up to 50-pound tools and equipment (paint buckets, grass seed, concrete forms, ice melt, etc.) from floor to 32 inches.	1,2,3,4,5,6
Carrying	Carry various equipment weighing up to 50 pounds up to 50 feet at a time.	1,2,3,4,5,6
Bending	Bend and reach from 0 to 80 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,2,3,4,5,6
Reaching	Bend and reach from 0 to 80 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,2,3,4,5,6
Gripping	Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.	1,2,3,4,5,6

Pinching	Pinch up to 5 pounds bilaterally to handle small parts and tools.	1,2,3,4,5,6
Low-level Work	Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine and equipment maintenance, etc.	1,2,3,4,5,6
Above-Shoulder Work	Lift up to 10-pound part from 0 to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure, change light bulbs, etc.	1,2,3,4,5,6
Hand Coordination	Hand coordination for writing, using keyboard and telephone, as well as operating various equipment and tools.	1,2,3,4,5,6

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
Electricity	Exposure to energized, high-voltage power lines.
Confined Spaces	Required to perform essential functions in various confined spaces.
Heights	Required to perform essential functions at heights in excess of 30 feet.
Noise	Various equipment such as boring equipment, vacuum, landscaping equipment, etc.
Chemicals	Various toxic or caustic chemicals.

Knowledge, Skills, and Abilities

- Graduation from high school or GED equivalent.
- Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of first aid and applicable safety precautions.
- Knowledge of the operating characteristics of specialized equipment, potential hazards and safety precautions. Skilled in operating light equipment and hand tools.
- Ability to work independently as well as on a team. Ability to prioritize, multi-task, and complete work assignments accurately and on time.
- Ability to develop and maintain effective working relationships with City department personnel.
- Strong customer service orientation and skills. Detail oriented. Ability to clearly and verbally communicate with customers regarding City and State Ordinances.

Personal Protective Equipment

- All PPE necessary to perform the essential job functions.

Licenses, Certifications, and Residency Requirements

- Must be able to possess or obtain a valid Iowa Drivers License and have a good driving record for the past three years.

Recommendations/Comments:

The City of Missouri Valley retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

Document History

Date	Description
3/2022	Updated

Definition of Terms

Term	Definition
Essential Functions	<ul style="list-style-type: none"> Those tasks that meet the definition of “the reason the position exists.”

Please read and sign:

I acknowledge receipt of this job description and understand my duties and obligations as outlined. I further understand that this job description does not imply a contract and that employment at the City of Missouri Valley is “at will” and may be terminated at any time with or without cause for any reason at the discretion of the City of Missouri Valley.

I have been provided a copy of this job description: _____

I have read and understand the job requirements as identified above: _____

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):
