



POSITION DESCRIPTION

POSITION: GROUNDS MAINTENANCE TECHNICIAN I

DIVISION: PLANNING AND OPERATIONS

STATUS: Full-Time

FLSA STATUS: Non-Exempt

ESSENTIAL FUNCTIONS:

This position, which reports to the Grounds Maintenance Supervisor, performs duties associated with the maintenance of turf, trees and landscape beds. It also includes general maintenance activities at all park sites and facilities, including athletic fields. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES:

Grounds Maintenance

- ☐ Performs routine landscape tasks that include but are not limited to the care of trees, shrubs, flowers, turf grass, athletic fields, and natural areas on park district property.
- ☐ Gains experience in the operation of large equipment such as a backhoe, skid steer, one ton dump truck, lift truck, and a truck with trailer.
- ☐ Prunes trees and shrubs.
- ☐ Assists with tree removals.
- ☐ Assists with safe execution of prescribed burns in park district natural areas.
- ☐ Cuts, trims, and generally maintains the turf grass on park property.
- ☐ Maintains equipment and tools in safe and efficient working order; performs mowing equipment inspections.
- ☐ Maintains records as required or as directed.
- ☐ Identifies and solves problems routinely as they arise.
- ☐ Demonstrates ability to understand and work from written and oral instructions.
- ☐ Performs other duties as assigned.

Supervision

- ☐ Demonstrates ability to plan, schedule, and organize work independently with little direct supervision.
- ☐ Delegates tasks to seasonal and intermittent employees minimally; directs and supervises their daily work.
- ☐ Performs other duties as assigned.

Date Written: February 2000

Date Revised: December 2004, March 2007, August 2012, August 2013, May 2015, December 2017, January 2021, February 2022

Finance

- ❑ Assists with the purchases of equipment and supplies.
- ❑ Maintains records as required or directed.
- ❑ Exercises good and ethical judgment in the use of Purchase Card to support efficient and effectiveness of job-related activities.
- ❑ Performs other duties as assigned.

Communication

- ❑ In alignment with Urbana Park District's Vision, Mission, and four pillars (You Belong Here, Placemaking, Health & Wellness, and Trails & Connectivity), enforces park district rules and regulations equitably for Urbana Park District's diverse citizens.
- ❑ Informs supervisor(s) of problems with parks or equipment; follows protocol to report any damage, vandalism, and safety hazards as necessary.
- ❑ Attends staff meetings, workshops, and trainings as required.
- ❑ Communicates effectively with the public, co-workers and supervisor.
- ❑ Performs other duties as assigned.

Other

- ❑ Assists with snow removal operations.
- ❑ Demonstrates knowledge of applicable safety practices and procedures, with ability to take proper precautions and assure safety of self, co-workers, volunteers, and general public.
- ❑ Collaborates with staff of other areas and departments as needed.
- ❑ Maintains ability to work varying/additional hours as requested; ability to work varying/additional hours in emergency or special situations.
- ❑ Performs other duties as assigned.

QUALIFICATIONS:

- ❑ To ensure success, Urbana Park District may provide on-the-job-training (OJT), informal mentoring, and support and guidance toward obtaining various licenses and certifications required for the position (such as CDL and CPR)
- ❑ Equivalent education/experience can substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.
- ❑ Foreign language a plus (ASL, Spanish, French, Chinese dialects such as Mandarin, Guatemalan language groups)
- ❑ High School graduate or equivalent required.
- ❑ Must have at least one (1) year experience, three (3) years preferred, in one of the following disciplines: turf, ornamental landscape, arbor, or natural areas management as determined by the Grounds Maintenance Supervisor; experience may be a combination of educational and work experience.
- ❑ Provide satisfactory work and personal references.

- ❑ State of Illinois driver's license required.
- ❑ Certification in First Aid/CPR/AED or have the ability to obtain within six (6) months of hire is required.
- ❑ Knowledge and experience in basic computer skills (e-mail, web research, data entry) and ability to maintain records.
- ❑ Ability to lift a minimum of 50 pounds.

DIFFICULTY OF WORK:

The nature of this work requires the ability to perform tasks against established landscape industry standards. The Grounds Maintenance Technician I must exercise independent judgment in performing responsibilities through organizational skills and re-prioritization of tasks on a daily basis. The Grounds Maintenance Technician I's knowledge of these standards and practices is essential, especially as related to pruning, planting, irrigation, and fertilization.

RESPONSIBILITY:

The Grounds Maintenance Technician I operates according to established industry practices and within specific park district rules, policies, and procedures, exercising independent judgment as required.

The Grounds Maintenance Technician I will demonstrate knowledge of and expertise in the use of tractors, backhoes, front-end loaders, fertilizer spreaders, portable sprayers, mowing equipment, chain saws, and any other equipment endemic to landscape maintenance.

The Grounds Maintenance Technician I will be responsible to operate within the guidelines of the park district's safety program to minimize the hazards that adversely affect the safety of personnel, the security of property, and the well-being of patrons exposed to park district operations and personnel.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The Grounds Maintenance Technician I performs a majority of duties outdoors seasonally and must be able to work effectively in sometimes extreme conditions.

Ability to physically perform the essential duties of the position, including exerting sustained physical effort, bending, reaching, crouching/kneeling, standing/walking, for long periods, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, handling/grasping/fingering objects, hearing sounds/communication, close and far vision.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Grounds Maintenance Technician I describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would prevent you from meeting the job duties and requirements as outlined? Yes_____ No_____
(If yes, please describe on the back of this page.)

Applicant/Employee Signature

Date