



HAINES CITY

GROUNDS MAINTENANCE TECHNICIAN

DIVISION:	PARKS
DEPARTMENT:	LEISURE SERVICES
IMMEDIATE SUPERVISOR:	PARKS SUPERVISOR
FLSA STATUS / NAME:	NON-EXEMPT

POSITION FUNCTION: Under the direction of the Parks Supervisor, performs duties necessary to support the Parks Division to ensure the proper maintenance of City parks, grounds, green spaces, athletic complexes and fields, ponds, swells, berms, and common areas for City owned property and/or facilities providing for a safe and aesthetically pleasing environment.

ESSENTIAL DUTIES	PERCENT OF PERFORMANCE
Performs duties necessary to support the Parks Division to ensure the proper maintenance of City parks, grounds, green spaces, athletic complexes and fields, ponds, swells, berms, and common areas for City owned property and/or facilities providing for a safe and aesthetically pleasing environment. Responsible for the care and replacement of plants and trees, to include but not limited to raking, pruning, mulching, clearing, planting, minor irrigation install and repair, mowing, weeding, edging and painting. Responsible for safely using and proper care and maintenance of all tools and equipment necessary to complete projects, assignments and/or tasks.	50%
Performs duties to ensure the upkeep of ball fields, recreation centers and athletic complexes through debris and trash removal, painting, and “striping.” Responsible for the care, maintenance and repair of artificial turf through vacuuming and disinfecting, and removal and replacement of cushioning pad/padding.	30%
Responsible for preparing for events through constructing and/or deconstructing of fencing, barricades, chairs and stages, as well as “set-up” and “tear-down” tasks.	10%
Duties may include cleaning public restrooms.	5%
Performs additional duties as assigned.	5%

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics



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PHYSICAL DEMAND FREQUENCY:

C = CONTINUOUS F = FREQUENTLY O = OCCASIONALLY R = RARELY N = NEVER

Standing	F	Reaching	F	Bending	F	Hearing	C
Sitting	O	Handling	F	Stooping	F	Talking	F
Walking	F	Fine Dexterity	F	Twisting	O	Foot Controls	F
Lifting	F	Kneeling	O	Climbing	O	Other (state) _____	
Carrying	F	Crouching	O	Balancing	O		
Pushing/Pulling	F	Crawling	R	Vision	C		

PHYSICAL DEMAND DESCRIPTION: (The following descriptions are to provide an example of potential physical activities and does not address the position's potential for accommodation; it is intended as a general example of how the physical demands might be performed and is not all inclusive.)

Standing	Shop work
Walking	To and from shop; to and from buildings; ball fields; parks; grounds; trash and debris removal; mowing, edging
Lifting/Carrying/Pushing/Pulling/Reaching/Handling	Up to 50lbs - work aids, equipment, tools, fertilizer, mulch, landscaping materials; set-up/tear down events; construction; trash and debris removal
Fine Dexterity	Telephone; tools; equipment
Kneeling/Crouching/Crawling	Landscaping; set-up/tear down events; construction; trash and debris removal
Bending/Stooping/Twisting	Landscaping; set-up/tear down events; construction; trash and debris removal; digging; trenching
Climbing/Balancing	Ladders; stairs; bleachers/benches
Vision	Reading; instructions; driving; landscaping; set-up/tear down events; construction; trash and debris removal; equipment; power tools; hand tools
Hearing	Telephone; assignments; communication with co-workers, supervisor and customers
Talking	Communication with co-workers, supervisor, and customers
Foot Controls	Driving

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MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: (The following list is intended to provide an example and is not to be construed as a comprehensive or complete catalog. The list does not include and does not supersede any requirements with respect to safety or protective equipment, uniform, apparel, gear or apparatuses required for the performance of any duties described herein.)

Computer, equipment; keyboard, hand held power tools and equipment (gas and electric powered); mower; tractors; spraying equipment; hard hat; safety and/or protective clothing and footwear; etc.

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ENVIRONMENT:

Duties are performed primarily within an outdoor environment or setting. Possible exposure to electrical and chemical hazards; vibration; loud noise; inclement weather; and dust, allergens and mold.

KNOWLEDGE/SKILLS/ABILITIES:

Required knowledge and experience is normally obtained through one (1) year work related experience.

Must exhibit attention to detail, accuracy, and safety.

Must be able to communicate and present oneself in a professional manner.

Ability to perform basic mathematical equations for application of fertilizers and use of chemical cleaners.

Ability to establish and maintain effective working and professional relationships with City employees and officials, and the general public.

Ability to take and follow oral instructions.

Ability to read and understand instructions and product directions.

Ability to work under high demands, short time constraints, and pressure of a fast paced work environment.

Ability to work during weekends and night time events and hours of operations.

Skilled in operating landscaping equipment and hand held and/or power tools.

OTHER REQUIREMENTS:

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Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

ACKNOWLEDGEMENT & SIGNATURE:

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to performing the duties of this job. The descriptions are not intended to be an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the City of Haines City (City) as the needs of the City and job requirements demand. By signing below, I agree that I have reviewed the above job analysis and acknowledgement and find it to be a fair representation of the job functions and requirements.

Employee Name

Employee Signature

Date

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