

**City Of Richland Center**  
**Department of Parks, Recreation, and Grounds**  
**Job Description**

**Title:** Parks & Grounds Maintenance Worker  
After Probation wage of \$17.78 per hour.

**Reports To:** Parks & Grounds Foreman and Parks, Recreation, & Grounds Director

**General Nature of Position:**

Performs a variety of tasks in the maintenance of all City owned buildings and maintenance of City Parks & Grounds under the jurisdiction of the Parks, Recreation & Grounds Department (hereafter referred to as P-R-G). Responsible for the use and maintenance of Park & Grounds equipment.

**Description of Duties:**

- Mows grounds of P-R-G with tractors or lawnmowers.
- Prunes trees and shrubs with hand or power equipment.
- Trims around stones, markers, fences, etc. with gas powered equipment.
- Removes debris and garbage.
- Prepares grave sites in the cemetery
- Digs graves to specified depth and size.
- Waters and cares for grass, flowerbeds, urns, etc.
- Moves headstones when required.
- General work for ice skating rink.
- General work for ball fields, and ball courts.
- General work for outdoor pool.
- General maintenance and painting on city buildings (P-R-G).
- Does all required / related custodial work for all City buildings under the jurisdiction of the Parks and Grounds. Ex. Mops, sweeps, cleans, empty trash, washing windows, etc.
- Performs carpentry, plumbing, and electrical work as needed.
- Attends meetings, workshops, and seminars as needed.
- Does any related work as required by Foreman or Director.
- This job description may be subject to amendment by the Personnel / Insurance Committee from time to time as needed.
- Weekend work will be required as needed.

**Qualifications: Knowledge, Skills, and Abilities**

- Knowledge of swimming pool operations and maintenance.
- Knowledge of methods, techniques, and equipment used in grounds and facility maintenance.
- Ability to operate parks and grounds equipment and machinery including mowers, backhoe, skid steer, and other tools.
- Knowledge in maintenance of outdoor ice skating rink.
- Knowledge of cemetery operations.
- Knowledge of airport operations.
- Knowledge of forestry, horticulture, and landscaping skills and practices.
- Ability to maintain effective working relationships with supervisors and co-workers.
- Ability to communicate and understand effectively through oral skills.
- Ability to upload and upload materials.
- Ability to lift up to 75 pounds.
- Must have a valid driver's license with a clean record for the past 3 years, and CDL endorsement.
- Common electrical skills.
- Common carpentry skills.

**Training**

A high school degree is necessary. College level courses in the areas of parks, horticulture, landscaping, or forestry is desirable. Experience working in parks and grounds maintenance (cemetery) is desired. Some mechanical knowledge and repair desirable.