

City of Milan

Position Title: Groundskeeper I
Department: Park & Recreation
Job Status: Full-time, Part time, or Seasonal
Position reports to: Park Director/ Park Manager
Location: 7001 Ellington Dr. Milan, TN 38358
Work Schedule: Monday-Friday 6AM-2:30PM
Salary Range: \$9 -\$15 per hour

Job Summary

This position is under the administrative direction of the Park Manager. The employee performs work in the care and maintenance of parks, athletic fields, and other municipal facilities within the City of Milan. The employee is responsible for keeping grounds and facilities in excellent condition. Considerable independence is allowed in the performance of the care and maintenance functions. The employee will work extensively in public. The employee may be required to work nights, weekends, and holidays throughout the year.

Equipment/Job Location

- The employee will operate a tractor, dump truck, backhoe, bucket truck, mower, and other utility vehicles.
- The employee will use a variety of hand tools and small machinery such as weed eaters, chain saws, power tools, etc.
- The employee works primarily outdoors and may be exposed to tobacco smoke, harmful fumes, chemicals, toxic substances, loud noises, sharp tools, extreme weather conditions, and machinery with moving parts.
- Standing, sitting, stooping, twisting, walking, digging, and climbing are required.
- The employee will be required to lift very heavy objects.
- The employee will be required to work in high and tight places.

Essential Functions of the Job

- Assist in the care, maintenance and operations of the park, athletic fields, and other facilities.
- Assist in park care and maintenance, including mowing, trimming, landscaping, cleaning pathways, pressure washing, trash collection, and debris collection.
- Assist in athletic field care and maintenance, including mowing, trimming, edging, dragging, infield leveling, measuring, laying out, painting, and lining.
- Assist in facility care and maintenance, including cleaning, repairing, painting, plumbing, simple electrical work, and event setup.
- Assist in the planting and irrigation of turf, trees, shrubs, and other flowering plants.
- Assist the park groundskeeper II with the proper herbicide treatment and fertilizing of turf, trees, shrubs, and other flowering plants.
- Assist in the organization and return of equipment and tools back to their proper location.

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- Recommend construction and re-construction projects that will beautify and enhance the park, athletic fields, and facilities within the City of Milan.
- Evaluate the efficient operation of daily maintenance work and equipment. Report repairs needed to the Park Maintenance Technician.
- Perform routine maintenance on equipment and tools including sharpening blades, greasing, checking fluids, fueling, and cleaning.
- Perform jobs as directed by the Park Director or Park Manager within your qualifications and abilities.

Required Knowledge and Abilities

- Knowledge of occupational hazards and safety precautions.
- Knowledge of the modern principles, practices, methods, techniques, materials, and equipment used in the care and maintenance of park grounds, athletic fields, and related facilities.
- Knowledge of turf pest and methods used to control them, including chemical spraying.
- Ability to carry out oral and written instructions.
- Ability to effectively supervise and maintain an effective working relationship with other employees and members of the general public.
- Ability to keep necessary records.

Education, Experience, and Training

- High School diploma or equivalent preferred
- Experience in performing heavy manual labor
- Must have a valid Tennessee Driver's License
- Must pass a pre-employment physical and drug screen

The City of Milan is an equal opportunity employer. In compliance with the Americans with Disabilities Act the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date