



# Position Description

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| <b>Position Title:</b> Campground Groundskeeper  | <b>Department:</b> Parks & Recreation |
| <b>Reports to:</b> Campground Manager and/or Parks, Recreation and Forestry Superintendent | <b>Supervises:</b> N/A                |
| <b>FLSA Status:</b> Non-Exempt   | <b>Dates Revised:</b> 1/19            |
| <b>Grade:</b> Seasonal   | <b>On Call/Response Time:</b> Yes     |

## Job Summary

The Campground Groundskeeper will perform a variety of work in the operation and maintenance of the City of Spearfish Campground.

## Essential Functions

The Campground Groundskeeper:

1. Performs various duties in the operation and maintenance of the city campground, including mowing, weed trimming, weed spraying, repairing irrigation, picking up trash, cleaning of fire pits, and general maintenance of facilities.
2. Maintains harmony among workers and assists co-workers in performing duties; addresses errors and complaints.
3. Inspects, washes, and performs routine maintenance of restrooms.
4. Performs custodial work as required and assigned, including: changing light bulbs and fluorescent tubes; sweep floors; mop; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains; mirrors; tables; walls; fixtures; light fixtures; wash windows; walls; metal and woodwork; and any other areas assigned.
5. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
6. Assures that tools and equipment are properly maintained and kept in proper working condition.
7. Prepares and maintains daily, monthly, and annual reports and records, as assigned.
8. Opens and closes locks and unlocks facilities as needed.
9. Maintains effective public relations.
10. Assists in ensuring compliance with all safety guidelines and policies as established by the City of Spearfish.

## Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

## **Knowledge, Skills and Abilities to Start**

- Working knowledge of equipment and supplies used to do minor repairs; knowledge of general grounds maintenance.
- Skills in the operation of tools and equipment to include: computers, mobile or portable radio, motor vehicles, miscellaneous hand and power tools for turf maintenance; carpentry; painting; plumbing; electrical and janitorial.
- Ability to work independently with a minimum of supervision; ability to communicate effectively orally and in writing.
- Ability to establish effective working relationship with employees, supervisors, patrons, and the public.

## **Minimum Qualifications**

- High school diploma or GED certificate
- Experience which demonstrates the knowledge and experience to perform the work.
- Valid driver's license with an insurable driving history

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle or feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Working Conditions**

- **On Call/Response Time:** Residency required within a distance from the City of Spearfish adequate to meet a thirty (30) minute response time.
- **Hours:** Seasonal from May 1<sup>st</sup> through October 1<sup>st</sup>. Campground Groundskeeper will work 40 hours per week.
- Campground Groundkeeper shall be reliable and flexible to work non-traditional hours, weekends, and holidays

## **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

## **Employee Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

