



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Groundskeeper		<b>Job Class:</b> 4160
<b>DATE</b>	<b>DEPARTMENT</b> Office of the Chief Operations Officer	<b>DIVISION</b> Recreation and Community Services
<b>BARGAINING UNIT:</b> Local 1616		<b>FLSA STATUS:</b> ___ Exempt ___ Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>APPROVALS</b>
<b>POSITION SUMMARY:</b> Maintenance of recreation site field houses and grounds.		

**DESCRIPTION OF THE JOB:**

50%

- Daily inspection and cleaning of recreation site field houses and grounds.
- Weekly inspection of tot lots.
- Operate and maintain:
  - a. Boiler and related equipment.
  - b. HVAC equipment.
  - c. Wading pools.
  - d. Dump trucks, tractors, front end loaders, vacuum trucks, and compactor vehicles.
  - e. Lawn and garden equipment.

30%

- Athletic field maintenance:
  - a. Backfilling, seeding, fertilizing, and aerating.
  - b. Minor reconstruction and layout of athletic fields.
  - c. Installation of baseball overhangs, tennis nets, soccer goals, football goal posts, and wind screens.
  - d. Tree pruning.
  - e. Winterizing and spring activation of irrigation lines.
  - f. Installation of snow fencing.
- Athletic field/court preparation:
  - a. Drag ball diamonds and perform repairs as needed to various types of athletic fields.
  - b. Grass cutting and trimming.
  - c. Field layout and line marking.

20%

- Minor repair work to:
  - a. Tot lot equipment.
  - b. Bleacher and player bench boards.
  - c. Tennis nets, bang boards, and wind screens.
  - d. Game cabinets.
- Snow plowing, removal, and salting.

**SUPERVISION RECEIVED:**

Under general supervision of the Recreation Facilities Supervisor

**SUPERVISION EXERCISED:**

None

**JOB REQUIREMENTS:****Education Requirements** (Include certificates, licenses, and/or registrations required.)

- Valid Driver's License, a satisfactory driving record, and availability of a properly insured vehicle at the time of appointment and throughout employment. Driver's License must be put on front of the application. Driving records will be checked.

**Experience Requirements**

- Current status and at least six (6) months of experience as a regularly appointed employee with the Milwaukee Public School System.

**Knowledge, Skills, and Abilities**

- Ability to read and interpret maintenance and repair manuals.
- Ability to follow oral and written instructions.
- Ability to operate lawn and snow removal equipment.
- Ability to operate and maintain boilers, HVAC equipment, and wading pools.
- Ability to operate tree-pruning equipment.
- Ability to make minor repairs to job-related equipment.
- Ability to maintain outdoor athletic fields.
- Knowledge of basic math.
- Ability to work independently.
- Ability to transfer objects weighing 50 pounds or more.
- Ability to work from ladders, scaffolding and lifts.
- Ability to drive and operate vehicles including dump trucks, tractors, front end loaders, vacuum trucks, and compactor vehicles.

**WORKING ENVIRONMENT:**

Position functions in a teamwork environment in both indoor and outdoor conditions.

**PHYSICAL DEMANDS:**

Ability to transfer objects weighing 50 pounds or more.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.