



Grounds Specialist

Belvidere Park District

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Closing Date:

Salary: \$15.16-\$21.84 an hour

Description:

Job Summary:

The Grounds Specialist's duties include but are not limited to administering and performing all aspects of grounds maintenance duties as related to the Belvidere Park District Parks Department. The Grounds Specialist works directly under the direction of the Grounds Foreman and assists in supervision of Seasonal Employees.

General Hours:

Typical hours for this position are Monday through Friday, 7:00 am – 3:30pm with a half hour unpaid lunch. However parks are open 7 days a week, 365 days a year and schedules may vary to cover nights, weekends, and holidays depending on situations.

Qualifications:

Must be 18 years or older

High school diploma or equivalent required.

Two years' experience in grounds and landscape maintenance work.

Must possess or be able to obtain within six months an Illinois Pesticide Applicators License.

Knowledge of materials and supplies used in grounds maintenance and repairs.

Ability to operate several different types of equipment and tools used in performing grounds maintenance duties.

Must frequently lift/ or move up to 50 pounds and occasionally lift and/ or move, with assistance more than 80 pounds.

Ability to work in several environmental extremes, typical with working in the Midwest climate.

Ability to work at various heights from below ground level to heights exceeding 60 feet. From a man lift or a ladder.

Possess a basic knowledge of computers and the skills to use this tool in the application of data

processing and communication. (Microsoft Word, Excel, and Outlook)

Ability to assist with supervision of a diverse team of employees to work cooperatively and successfully complete work assignments and projects in a timely manner.

Valid IL Class A Driver's License (within 3 months) and good driving record.

Medic First Aid/CPR/AED Certification (or equivalent) is required within 30 days of employment. If you are not already certified, training will be provided.

Physical Demands/Work Environment:

Must frequently lift/or move up to 50 pounds and occasionally lift and/or move, with assistance more than 80 pounds. Must be able to perform physical duties with little or no assistance.

Essential Responsibilities & Duties:

Performs a variety of administrative, supervisory and semi-skilled tasks in the maintenance and operation of grounds and mechanical equipment.

Assures that tools and equipment are properly maintained and kept in proper working condition.

Assists in the implementation of a preventative maintenance program in relation to grounds equipment and vehicles.

Oversees and assists in the seeding, fertilizing, top dressing, soil conditioning, watering, the pest and weed control and mowing of all parks and open spaces. such as baseball and soccer fields; mows weeds.

Oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.

Assists in supervision of parks maintenance workers, assigned community service workers, and seasonal employees:

Issues written and oral instructions to staff,

Processes work orders electronically and schedules work and projects,

Coordinates daily work schedules and assigns tasks to appropriate individuals to meet deadlines in a timely manner,

Provides necessary supervision, direction, and assistance to crews at work sites,

Recognizes, rewards, coaches and disciplines staff as needed,

Assists the enforcement efforts of policies, regulations, and safety and health standards, Plans, researches, calculates, and secures approval and the appropriate materials and supplies for specific projects.

Assists in projecting future needs for equipment, materials and supplies.

Prepares and maintains daily, monthly, and annual reports and records, as assigned.

Represents department on various committees.

Other duties as assigned.

Pay Range: \$15.16-\$21.84 an hour

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.