

City of Covington
CAREER OPPORTUNITIES POSTING

JOB TITLE: Head Grounds Keeper

Grade 12

FLSA: Exempt

The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.

To Apply – Applications may be found online at covingtontn.com or at the HR office at Covington Civic Center, 100 West Washington Ave. by noon, May 14, 2019.

GENERAL SUMMARY:

Performs a variety of administrative, supervisory and semi-skilled tasks in the maintenance and operation of City grounds, including; parks, open spaces, and recreational areas. Assigns, schedules, supervises, and evaluates the work of personnel engaged in the development and maintenance of grounds and which are the responsibility of the Park & Recreation and Public Works Department.

SUPERVISION EXERCISED: Supervises parks and recreation groundskeepers and grounds crew from the Public Works department assigned to grounds maintenance division. Including but not limited to community service workers, and temporary employees as required.

SUMMARY OF JOB RESPONSIBILITIES:

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff, reviews progress and directs changes as needed.
- Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of the same.
- Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.
- Prepares and inspects athletic fields and provides maintenance support to leagues/associations as needed.
- Oversees and assists in the mowing, landscaping and maintenance of city owned grounds; mows weeds ,oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.
- Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's grounds.
- Performs turf grass management including: mowing, edging, sodding, aerating, topdressing, irrigation repairs, as well as assisting with fertilizer and pest control applications, in accordance with federal, state and local laws.
- Responsible for general baseball field maintenance which includes preparing, maintaining, and repairing all areas of the fields.

MINIMUM JOB REQUIREMENTS

(A) Graduation from high school or GED equivalent, and

(B) Three years experience in landscaping, turf management/grounds maintenance

(C) Minimum of three years experience preparing softball, baseball, and soccer fields for league play. Experience in landscaping, and overall grounds maintenance including operation of large mowers. Minimum of three years experience using equipment and supplies used to do minor repairs on fields, bleachers, concessions; Minimum 3-5 years turf management, baseball experience (dirt) is preferred.

SPECIAL REQUIREMENTS

Valid state driver's license and a herbicide applicator's license, or the ability to obtain each. Must pass a pre-employment physical and drug screen

SALARY: Grade Level 12 Starting \$19.65 final based on experience

WORKING CONDITIONS AND PHYSICAL EFFORT:

- While performing the duties of this job, the employee may work occasionally in extreme outside weather conditions. The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, frequent use of arms/hands. Frequently required to walk, sit and talk and hear. Standing for extended periods of time, must be able to occasionally lift and or move at least 50lbs and occasionally lift 100 lbs. Must be able to perform strenuous physical labor safely. Must be able to hear a wide variety of sounds. Specific vision abilities required for this position include a close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The City of Covington is an equal opportunity employer. All qualified applicants will be considered without regard for race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.