

**DEPARTMENT:** ALL  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** APRIL 21, 2022

### **HEAD GROUNDSPERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising and participating in a variety of maintenance activities necessary for the proper care and upkeep of municipal grounds, athletic fields, buildings, facilities, and related equipment. The incumbent ensures that all work is performed in a manner that complies with policies, procedures, and safety guidelines. The work is performed under the general supervision of higher-level staff with leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established policies and procedures. Direct supervision may be exercised over the work of assigned subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Oversees, trains, assigns, and directs employees in the maintenance, care, and upkeep of municipal grounds, athletic fields, buildings, facilities, and related equipment;
2. Prepares work schedules, job assignments, and maintenance program schedules;
3. Inspects work and consults with management regarding unusual problems;
4. Oversees and participates in the mowing, trimming, and raking of lawns and athletic fields to include trimming hedges; rolling, re-seeding and fertilizing lawns;
5. Operates and oversees the use of a variety of grounds maintenance equipment;
6. Performs and oversees preventive maintenance of a variety of grounds equipment;
7. Plants and cares for trees, shrubs and flowers;
8. Supervises and assists in snow removal, sanding, and salting activities for sidewalks, driveways, steps and building entrances;
9. Oversees and performs a variety of related grounds maintenance tasks including but not limited to: preparing grounds for sports (leading the layout, marking, and maintenance of athletic fields), keeping grounds free of litter and debris, collecting and disposing of rubbish, installing park equipment, installing docks, and winterizing marina (where applicable);
10. Oversees and participates in the operation, maintenance, and construction of necessary equipment as assigned;
11. Directs the erection of traffic signs and painting of markings on assigned roadways and parking areas;
12. May deliver equipment and supplies;
13. Maintains and prepares maintenance records and reports;
14. When assigned may act as relief for other buildings and grounds personnel.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of grounds maintenance practices, equipment and techniques; good knowledge of maintenance practices and techniques for outside sport facilities, dock systems, marinas, and playgrounds; good knowledge of the safe operation and maintenance of manual and mechanical equipment used in grounds maintenance and snow removal; ability to prepare and work from plans and specifications; ability to understand and carry out complex oral and written directions; ability to maintain records and prepare reports; ability to plan and supervise the work of others; ability to get along well with employees and the public; ability to train others; ability to safely lift heavy objects; ability to work safely; dependability; good judgment; willingness to perform manual tasks; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of permanent status as a Groundskeeper, Groundsperson, or Groundskeeper/General Repairperson in the municipality.

### **OPEN COMPETITIVE:**

Graduation from high school or possession of an equivalency diploma and three (3) years of satisfactory full-time paid experience as a parks mechanic or in parks or grounds maintenance.