

City of Clinton  
Job Description

JOB TITLE: Grounds Maintenance Technician

---

Exempt (Y/N): No

Location: Maintenance Building

Supervisor: Grounds Foreman

Salary Level/Range:

Shift: Shift 8 hours

Department: Parks and Recreation

---

**SUMMARY:** This is skilled work in the operation of light to medium equipment and labor as required. Work involves responsibility for the safe and efficient operation of pickup trucks, riding power mowers, medium-size tractors to backhoes, and similar automotive equipment of less complex operating requirements. Employees may be required to operate a variety of such equipment. Operation of equipment is normally a full-time or predominant task although other work may be performed. Assignments are usually received in the form of specific orders to accomplish a specific task. Work may be performed without direct supervision after instructions are received.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs daily maintenance of all parks, grounds and facilities in the duties of litter control, landscaping, construction and field marking.

Trims, sprays, shovels, rakes, digs, or otherwise assists in the maintenance of grounds on a daily basis.

Constructs, renovates, repairs and performs maintenance of all Department grounds, facilities and safety inspections.

Ability to work closely with foreman to ensure all work by Department personnel or contractual basis is performed to Department standards.

Inspects Department vehicles and equipment for maintenance problems. Performs routine checks on equipment to determine maintenance needs.

Acts as leader in assignments related to parks, grounds and facilities.

Ability to operate all Department equipment.

Uses tools as required to perform tasks related to soil preparation, tree, weed and grass trimming and site preparation.

Works with the foreman to insure proper planning of work for both routine and preventative maintenance is scheduled and completed in a timely manner.

**SUPERVISORY DUTIES:** Will serve as crew leader for seasonal employees as assigned. Carries out supervisory responsibilities in accordance with Department policies and procedures.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma, GED, or vocational school.

**Certifications, Licenses and Registration:** A valid MS Driver's License, Certifiable in First-aid/CPR/AED.

**Language Skills:** Ability to understand and follow oral and written instructions. Ability to write routine reports, logs, and schedules.

**Mathematical Skills:** Ability to perform basic math and basic measurements.

**Reasoning Ability:** Ability to apply basic logic or reason in routine and non-routine functions of operation, maintenance and construction or water and sanitary sewer utility installations.

**Certifications, Licenses and Registration:** A valid driver's license may only be required is such license is necessary to perform an essential function of the job.

**PHYSICAL DEMANDS:** 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 which does not create undue hardship will 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 talk and hear; frequently required to use hands and fingers to feel, control and operate power tools and equipment. Employee is required to frequently stand, walk, sit, crouch, climb, balance, stoop, kneel and reach with hands. Employee must regularly lift and/or move up to 75 pounds. Specific vision requirements include close vision, peripheral vision, distance vision and color vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving equipment; occasionally exposed to electrical shock; regularly exposed to moderate to very loud noises. The employee frequently works outside in extreme weather conditions from rain and cold to extreme heat; is exposed to humid/wet conditions, fumes, airborne particles and vibration and occasionally toxic chemicals.