

City of Lowell
Job Posting
Please Post ~ April 7, 2015
Deadline ~ April 21, 2015
Department of Public Works
Parks Division
Groundskeeper Maintenance MEO I/Laborer

Job Title: Groundskeeper Maintenance MEO I/Laborer (2000-11, 2125)
Department: Department of Public Works, Parks Division
Reports To: Commissioner of Parks and Recreation, Cemetery Administrator or their designee.
FLSA Status: Non-exempt
Union Status: AFSCME 1705
Salary: (min) \$16.7485 to (max) \$19.3308 per hour

SUMMARY

To operate motor vehicles with rated capacity of over 3 tons and up to 9 tons, such equipment as dump trucks, rollers, vans, small tractors and other equipment of a lower level of difficulty as assigned by the Division Head, Job Foreman, or his designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following. Other duties may be assigned. To perform skilled and unskilled manual duties in the general care of Parks, Cemeteries and various green spaces throughout the City.

Painting playground equipment, benches, small equipment.
Limited structural painting and repairs.

Chalking athletic fields.

Policing public areas, parks, cemeteries, etc.
Shovels snow from stairs, walks, gates, etc.

Plants grass, flowers, trees and shrubs.

Waters/maintains lawns, gardens, green spaces.
Sharpens tools such as weed cutters, lawn mowers, shears, etc.

Performs manual laboring duties as assigned by Division Head, Job Foreman or his designee.

To perform all other related duties that may be assigned by the Department Head, Division Head or his designee.

Must be able to work with others.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1-5 employees in the Parks/Cemeteries/seasonal laborers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Responsible for directing work, training, appraising performance and reporting same to the Job Foreman, Division Head, etc.

QUALIFICATIONS

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 may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

DRIVER'S LICENSE

Must have a current and valid Commercial Driver's License.

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 may be made to enable individuals with disabilities to perform the essential functions. Must meet physical requirements for Commercial Drivers as set forth under 49 CFR 391.41; samples are listed below:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne

particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ April 21, 2015. Applicants may also send resume and/or application to fax # 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer