



The Spring Creek Association

**Parks and Grounds Laborer
SEASONAL**

Position Title: Parks and Grounds Laborer

Classification: Hourly Exempt

Department: Parks and Grounds

Schedule: 40+ hours a week

Reports To: Parks Supervisor

ESSENTIAL FUNCTION:

Under the direction of the Parks and Grounds Supervisor is responsible for general regular maintenance and large scale projects of Parks, park facilities, lawns, grounds, and other cultivated areas in the Association; assures that safe and clean park facilities are provided for residents.

The incumbent is responsible for providing member service through caring, honest, respectful and responsible actions and interactions that contribute to the relationship between the member and the Association.

ESSENTIAL SKILLS:

- Must able to manage tasks insuring their successful completion
- Must be able to work independently and prioritize daily work duties
- Must be an effective communicator and have the ability to make sound judgments and decisions
- Must be able to model expected behavior, motivating fellow staff and volunteers, and be capable of working with diverse groups
- Must follow all SCA safety policies at all times
- Punctual, dependable, trustworthy, sound reasoning skills, strong work ethic, and proactive
- Ability to work independently as well as function effectively in a team environment
- Ability to effectively communicate his or her thoughts and plans both verbally and in writing
- Willingness to work flexible hours with some evening, weekend and holiday shifts as required
- Proactive with sound reasoning skills; able to follow and administer directions
- Must have a valid driver's license and clean driving record
- Familiar with basic OSHA standards and safety practices
- Experience in parks and recreation and/or maintenance certifications desirable
- Some knowledge of plumbing, masonry, electrical, painting, and HVAC as well as light construction
- Knowledge of the safe operation practices and maintenance of various tools, turf equipment, and motor vehicles
- Mechanical ability; skilled in the use of small power hand tools; ability to maintain small power and hand tools

DUTIES AND RESPONSIBILITIES:

1. Performs maintenance of landscape and grounds in assigned parks, recreation centers, facilities, campground, and playgrounds, including inspection, maintenance, management and improvement of parks

and grounds areas; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing facilities.

2. Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition.
3. Ability to be versatile in non-peak season including doing snow removal as required by supervisor, and helping in other department projects.
4. Communicate effectively with all staff and volunteers in working as a team to produce expected results in assuring clean, safe and well maintained facilities.
5. Assist other staff and departments with duties that may require additional help or attention.
6. Occasionally attend prescribed training sessions, staff meetings and seminars as required by supervisor.
18. Carries out other duties as assigned by the Association.

EDUCATION AND EXPERIENCE:

Education: Minimum of a high school diploma or GED.

Experience: Minimum of 1-year prior experience in related field.

Skills and Ability Requirements: Must possess a valid Nevada Driver's License and provide a copy of DMV record prior to offer of employment.

Required Knowledge of:

- SCA policies and procedures.
- Methods, materials, tools and equipment used in parks maintenance.
- County and State safety rules and regulations.
- Occupational hazards and safety precautions

Must be able to read and write to effectively communicate expectations in completing tasks through crew. Must be able to read, understand and communicate implications of product warning and instruction labels.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Must be able to operate turf equipment, vehicles, etc. Needs to be energetic and physically able to walk multiple flights of stairs continuously. Must be able to lift 100 lbs., to climb ladders to a min. 10 feet, to walk, bend, twist reach overhead regularly. The employee is frequently required to walk, reach with hands and arms, climb or balance, stoop, kneel, and crouch or crawl. The employee may be exposed to moving mechanical parts. Significant amount of time spent working outdoors, and in inclement weather (within reason and safety), to include: hot, humid, cold, rain and snow. Able to work around chemicals for use and application.

EFFECT ON END RESULT:

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to members and the community.

Member satisfaction will improve through providing clean, safe, well maintained facilities for members and guests.

Decrease in number of accidents and claims through regular, documented inspections.

Improved public perception as a quality organization demonstrated by a well-maintained facility.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of management, who has the right to amend, modify, or terminate this job in part or in whole.

Incumbent must be able to perform all job functions safely.

Incumbent Printed Name

Incumbent Signature

Date Signed

Supervisor Printed Name

Supervisor Signature

Date Signed