



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MAINTENANCE GROUNDSKEEPER AIDE
(COMMUNITY RECREATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position is responsible for performing routine manual unskilled labor duties and landscaping in building, facility and ground maintenance. Reports to a Recreation Program Coordinator, Senior.

ESSENTIAL JOB FUNCTIONS

Performs general custodial duties in parks facilities throughout the City to include waxing and buffing floors, emptying and disposing of trash, removing fallen tree debris and litter, cleaning restrooms, and cutting grass. Inspects facilities for maintenance needs and safety concerns; takes corrective action as appropriate.

Uses a variety of hand tools and equipment to include, but not limited to, buffer, weed eaters, blowers, mowers, and edgers.

Assists during set-up and break down of special events at parks and recreation facilities.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Grounds Maintenance - Knowledge of the techniques, tools, methods, practices, procedures and materials related to grounds maintenance, landscaping, and vegetation control.
- Equipment Operation - Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

REQUIRED ABILITIES

- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Must be 18 years of age.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

Requires satisfactory results from a pre-employment medical evaluation.

Requires a valid driver's license with appropriate endorsements and an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20 - 50 pounds).

SENSORY REQUIREMENT

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, or water hazards.