



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**MAINTENANCE GROUNDSKEEPER AIDE**  
(SPECIAL ACTIVITIES BRANCH)

PARKS, RECREATION AND TOURISM Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under close supervision, this position is responsible for performing routine manual unskilled labor duties in building and grounds maintenance. Reports to the Crew Supervisor B.

## **ESSENTIAL JOB FUNCTIONS**

Performs general athletic field maintenance at athletic fields and recreation facilities throughout the City including emptying and disposing of trash, removing debris and field preparation and maintenance such as lining, dragging, mowing, edging, etc. Uses a variety of hand tools and equipment to include, but not limited to, weed eaters, blowers, mowers, and edgers.

Assists during set-up and tear 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 - Basic knowledge of the techniques, tools, methods, practices, procedures and materials related to grounds maintenance, landscaping, and vegetation control.
- Customer Service - Basic knowledge of principles and processes for providing customer services.
- Safety - Knowledge of occupational hazards, safety precautions and safety regulations related to recreational activities and other work related precautions.

## **REQUIRED SKILLS**

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

## **REQUIRED ABILITIES**

- Communication – Basic ability to effectively communicate ideas. Ability to listen and understand directions, information and ideas presented verbally or in writing.
- Manual Labor – Ability to use equipment and cleaning materials efficiently and economically.

## **EDUCATION AND EXPERIENCE**

Must be 18 years of age.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a sex offender registry check.

This position requires pre-employment medical examination.

## **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.