

The Henry County Memorial Park Board will be taking applications for the position of Maintenance Grounds Keeper. This full-time, non-exempt, position has an annual salary of \$30,305 and working 40 hours, per week. A job description is attached for view of the position with regards to the duties and skills.

Please submit an application (attached), a resume and a cover letter for applying for the position of Maintenance Grounds Keeper. The required documents must be sent via email to [abankson@henryco.net](mailto:abankson@henryco.net) on or prior to June 19, 2019 at 3:00 p.m. Please place “**Application for Maintenance Grounds Keeper**” in the subject line when submitting for this position.

*Equal Opportunity Employer*

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** Groundskeeper/Building Maintenance  
**DEPARTMENT:** Memorial Park  
**WORK SCHEDULE:** Summer 7:00 a.m. - 3:00 p.m., M-F  
Winter 7:00 a.m. - 3:00 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** December 1996  
**DATE REVISED:** August 2017

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Groundskeeper/Building Maintenance, responsible for general maintenance of park grounds, buildings, and facilities.

**DUTIES:**

Cleans and makes minor and major repairs at park auditorium, shelter house, cabins, restrooms and garage as needed.

Maintains buildings and grounds, routinely painting, stripping and waxing floors, mowing grass, spraying weeds, trimming and cutting shrubs and trees, raking leaves, hauling dirt, collecting trash and operating compactor, spreading gravel, patching pot holes, and shoveling and plowing snow as needed.

Repairs and constructs park equipment such as shelters, concessions stands, benches, picnic tables, playground equipment, boats, tennis nets, signs, fences, fireplaces, and garages as needed.

Cleans and repairs plumbing and drains, replaces security lights and performs other minor plumbing and electrical duties.

Operates a variety of vehicles, heavy equipment and hand and power tools, such as mowers/tractors, backhoe, dump truck, front loader, compactor, roto-tiller, wood splitter, jack hammer, drills, pliers, wrenches, screw drivers, hammer, chain and circular saws, and weed eaters.

Performs preventative maintenance on equipment, including changing oil, greasing, sharpening blades and assisting mechanic with other repairs as needed.

Collects trash, debris and dead animals and delivers to landfill as needed.

Assists with special events such as 4-H Fair, Home Show, fairs, Halloween hay rides and fireworks displays and puts up Christmas decorations and lights.

Splits, hauls and delivers firewood to cabins as needed.

Transports benches, tables, tarps, boats, trash cans and fences to various park locations.

Periodically deposits food in park for wildlife and cuts holes in ice on lake.

Performs related duties as assigned.

### **I. SKILLS AND KNOWLEDGES:**

High school diploma or GED.

Ability to supervise and direct assigned personnel, including making work assignments, providing training and corrective instruction, and evaluating as necessary.

Working knowledge of and ability to make practical application of Department safety policies and procedures, and ability to properly operate a variety of vehicles, heavy equipment and hand and power tools, such as mowers/tractors, backhoe, dump truck, front loader, compactor, roto-tiller, wood splitter, jack hammer, welding torch, drills, pliers, wrenches, screw drivers, hammer, chain and circular saws and weed eaters.

Basic knowledge of and ability to make practical application of carpentry, plumbing and electrical work.

Ability to physically perform assigned duties, including sitting/driving and/or standing/walking for long periods, lifting/carrying objects weighing 50 pounds or more, pushing/pulling objects, reaching, bending, climbing ladders and handling/grasping objects.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to understand and follow written and oral instructions and read and interpret instruments, gauges and dials.

Ability to effectively communicate with co-workers, supervisors and occasionally the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, but not overnight.

Ability to regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Driver's License and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule with priorities determined by supervisor. Incumbent refers to supervisor in unusual or unprecedented situations, such as extensive electrical and plumbing repair needs. Incumbent's work is reviewed in progress at critical phases and upon completion of specific duties. Errors in work are usually prevented through complete prior instructions from supervisor and standard safety procedures and are detected through supervisory review.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers and supervisors and periodically with the public for the purpose of exchanging information.

Incumbent reports directly to Superintendent.

## **IV. PHYSICAL EFFORT:**

Incumbent's duties involve sitting/driving and/or standing/walking for long periods, lifting/carrying objects weighing 50 pounds or more, pushing/pulling objects, reaching, bending, climbing ladders and handling/grasping objects.

## **V. WORK ENVIRONMENT:**

Incumbent performs duties inside and outside park facilities, involving exposure to normal hazards associated with driving, adverse weather conditions, power machinery and tools, cleaning chemicals and insecticides and working on ladders, for which safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works weekend and/or evening hours and occasionally responds to emergencies on a 24-hour basis.



## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Groundskeeper/Building Maintenance in the Memorial Park describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name