

**CLIFTON WATER DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Temporary Groundskeeper

**DATE:** 04/14/2017

**DEPARTMENT:** Distribution

**POSITION SUMMARY:**

Responsible for maintaining grounds, parking area and sidewalks in a neat, trimmed and clean manner. This position is responsible for maintaining sprinkler systems and lawn equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this job at any time.*

1. Maintains the appearance of the District grounds.
2. Maintains grounds in a well groomed manner, using either manual or power-riding lawn equipment.
3. Neatly trims lawn edges with power weed eater or a power edger.
4. Performs tasks in a safe and efficient manner.
5. Rakes leaves, trims shrubs, spray and pulls weeds.
6. Apply fertilizer to ground to enhance growth.
7. Operates large power lawn mower, edger, hand tools associated with ground maintenance and landscaping activities.
8. Surveys grounds to assure that they are free from trash and refuse, cleaning any areas that are needed; sweeps and cleans all sidewalks, and outside entrances.
9. Assists in sprinkling system repairs.
10. Performs regular maintenance on all yard equipment and insures equipment is in good running condition. Notifies Supervisor of any equipment malfunctions.
11. Make sure all equipment is safely secured before leaving shift.
12. All other duties as assigned.

**EXPERIENCE AND TRAINING:**

**Minimum Education:** High school diploma or GED equivalent. Must be 18 years of age or older.

**Certificates or Licenses:** Valid Colorado driver's license.

**Special Professional and/or Job Related Requirements:** None.

**Special Training or Experience:** None.

**REPORTING RELATIONSHIPS:**

**This Position Reports to:** Distribution Supervisor

**This Position has Supervisory and/or Management Responsibility for:** None.

**EQUIPMENT USED:**

Riding lawn mower, walk behind lawn mower, edger, weed eater, and weed sprayer. Various power tools and hand tools associated with yard maintenance activities.

**PHYSICAL REQUIREMENTS:**

1. Ability to conduct activities requiring extensive walking and standing and moderate sitting.
2. Ability to perform activities requiring climbing, balancing, stooping, kneeling/bending, crouching, crawling, and reaching on a daily basis.
3. Ability to lift or to move up to 75 pounds.
4. Ability to tolerate exposure to various chemical compounds.

**ENVIRONMENT CONDITIONS:**

This majority of this position's duties are performed in an outdoor environment. The incumbent may experience exposure to the conditions such as weather/temperature changes, chemical, and working at heights associated with the environment.

**SKILLS AND ABILITIES:**

1. Ability to communicate effectively verbally and in written communications.
2. Knowledge of equipment, tools and procedures of ground care.
3. Ability to efficiently perform job duties with minimal supervision.
4. Ability to recognize unsafe conditions during projects.

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Employee Signature

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Date

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Supervisor Signature

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Date