

# COLBERT COUNTY

## JOB DESCRIPTION

Job Title: **Grounds-keeper (Part-Time)**

Department: **Maintenance Department**

Job Description Prepared: **June 27, 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Maintenance Supervisor

Subordinate Staff: None

Other Internal Contacts: County Offices

External Contacts: General Public

### Job Summary

Under the supervision of the maintenance supervisor, maintains grounds around Courthouse and other County owned properties. Operates various landscape equipment, such as lawnmower and weed eater. **Performs other duties as assigned by supervisor.**

#### A. **Grounds Maintenance**

1. Operates push and riding lawnmower to cut grass
2. Operates weed eater to edge around sidewalks and maintain grass.

3. Operates gas-powered blower to clean sidewalks and other areas.
4. Removes limbs and debris from Courthouse lawn.
5. Maintains flower beds and hedges around county buildings.
6. Empty all outside trash cans and cigarette receptacles.

**B. Building Cleaning**

1. Washes windows.
2. Cleans up spills, etc.
3. Replaces garbage bags and takes out garbage.
4. Removes / picks up trash from parking lots.
5. Mops courthouse porches daily. **Make sure they are clean every day.**

**C. Special Duty**

1. Takes mail to post office.
2. Cleans and maintains restrooms at storm shelters.
3. Replenishes supplies at storm shelters.
4. Test run generators at storm shelters as needed.

**Knowledge, Skills and Ability**

1. Ability to operate various lawn and grounds maintenance equipment.
2. Knowledge of safety policies and procedures.
3. Ability to communicate effectively with supervisors, co-workers and the public.

4. Ability to work effectively with people.
5. Ability to work without close supervision

### **Other Characteristics**

1. Possess a valid Alabama driver's license.
2. Ability to work non-traditional hours (night shift) when needed.
3. Ability to wear protective clothing as required.
4. Must be able to pass a pre-employment drug screening and physical.

### **Work Environment**

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, machinery and in hot weather. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

### **Physical Demands**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items. Work environment is primarily outdoor in various weather conditions. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.