



**CITY OF SAINT PETER
Department of Public Works**

GROUNDSKEEPER

The City of Saint Peter, Minnesota is currently accepting applications for the position of: **Groundskeeper** in the Parks Section of the Department of Public Works.

Minimum qualifications include a high school diploma or equivalent and one year of experience in the maintenance of parks and recreational facilities; possession of a valid driver's license; possession of a State of Minnesota Class A Driver's License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of employment with the City; possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or obtain within six months of the date of employment.

Desirable qualifications: demonstrated knowledge of materials, methods, and practices used in the maintenance and care of parks and recreational facilities; demonstrated knowledge of the care of plants, trees, and shrubs; demonstrated knowledge of OSHA regulations and safety precautions of equipment operation; demonstrated knowledge of and experience operating equipment needed to perform parks maintenance tasks; demonstrated ability to speak conversational Spanish or Somali.

NOTICE: The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations.

Starting pay \$20.30 per hour. Applicants are required to complete a City of Saint Peter application form available in the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538, by calling (507) 934-0663, or www.saintpetermn.gov/365/employment. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on Wednesday, September 28, 2022. Faxed or late applications will not be accepted. Interviews will be conducted Wednesday, October 12, 2022. AA/EOE

**CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION**

Pay Equity Points = 149

POSITION TITLE: GROUNDSCKEEPER

DEPARTMENT: PUBLIC WORKS

DIVISION: MAINTENANCE

SECTION: PARKS

SUPERVISOR: PARKS FOREMAN

OVERVIEW OF POSITION:

Under general supervision, the Groundskeeper participates in the maintenance, care, and preparation of City parks, rights-of-way, and recreational facilities, and contributes ideas to improve methods and park maintenance practices. The Groundskeeper performs essential job functions as listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

- Completes tasks associated with the maintenance, care, and cleaning of City parks, rights-of-way, and recreational facilities; mows and edges lawns; plants, trims, and removes trees and shrubs; cleans parks and restrooms; controls weeds; fertilizes lawns, maintains recreational facilities, including hockey/ice skating rinks, ball fields, tennis courts, and swimming pools; installs, maintains and prepares recreational equipment; removes snow from streets and sidewalks; operates maintenance equipment; ensures that routine maintenance is performed on assigned vehicles and equipment; paints and repairs park equipment, and works overtime as necessary to perform emergency repairs, clean up and snow removal, works overtime to clean and maintain City facilities.
- Oversees and/or directs Section employees as assigned by Maintenance Superintendent including other Groundskeepers and assigned laborers.
 - Assists the Forester with tree trimming, tree maintenance and removal.
- Monitors safety conditions; recognizes unsafe conditions and takes corrective action as needed or reports conditions to the Maintenance Superintendent.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Groundskeeper is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

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Actions: Continuously speak comprehensible English and understand English, read and write English

Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, or stand, or walk; Continuously bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push/pull; Frequently crawl; Occasionally climb heights of thirty feet; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating.

Strength: Continuously carry up to twenty-five pounds and lift up to twenty-five pounds; Frequently carry twenty-six to one hundred pounds and lift twenty-six to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; Occasionally exposed to moving mechanical parts hazard; Occasionally exposed to high noise levels

Safety: Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests; Wear self-contained breathing apparatus.

Vaccinations: Receive vaccinations for tetanus. The vaccinations for hepatitis B are made available to the Groundskeeper by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Groundskeeper is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively, both orally and in writing; accept responsibility; delegate responsibility; establish priorities and coordinate the work of personnel; cooperate with a wide range of individuals; display interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in work environment, performing a variety of frequently changing tasks; maintain sustained concentration and prolonged commitment to job tasks; work alone effectively under stress in situations dangerous to self or others; be tactful; maintain confidentiality as needed; work with the public.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent and one year of experience in the maintenance of parks and recreational facilities.
- Possession of a valid driver's license.
- Possession of a State of Minnesota Class A Drivers License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of employment with the City.

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- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or obtain within six months of the date of employment with the City.

DESIRABLE QUALIFICATIONS:

- Demonstrated knowledge of the materials, methods, and practices used in the maintenance and care of parks and recreational facilities.
- Demonstrated knowledge of the care of plants, trees, and shrubs.
- Demonstrated knowledge of OSHA regulations and safety precautions of equipment operation.
- Demonstrated knowledge of and experience operating equipment needed to perform parks maintenance tasks
- Demonstrated ability to speak conversational Spanish or Somali.

Adopted: 08/22/2022