

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Park Department to fill one or more vacancies in the following job classification.

Job Classification: Grounds Maintenance / Seasonal - Skilled
Location: LaSalle County

Department: LaSalle County Park Department
2560 East 1251st Road
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 11:00am to 7:00pm Monday – Friday.

Wage: \$14.00 per hour

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

LaSalle County Park Department
2560 East 1251st Road
Ottawa, IL 61350

LaSalle County

Job Description



Job title: Grounds Maintenance / Seasonal - Skilled

Work Location: Catlin Park

Division/Department: Parks Dept.

Reports to: Parks Manager

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt – Seasonal
 Salaried Hourly
 Bargaining Unit

Salary Grade: 14.00/hr.

Current Employee holding position is:

Essential Duties and Responsibilities:

Tasked with general upkeep and maintenance of the Park's grounds and property.

- Operate vehicles and powered equipment, such as mowers, tractors, chainsaws, and trimmers.
- Maintain or repair tools, equipment, or structures, such as buildings, fences, or benches using hand or power tools.
- Prune or trim trees, shrubs, or park debris using chainsaws, trimmers, or axes.
- Mow park site using riding mower. Assist with landscaping duties such as planting trees, shrubs, and grasses; provide care such as watering of plants, spreading of fertilizers and providing ground cover to preserve plant life. May hand-spray insecticides, when directed.
- Gather and remove litter. Maintain buildings & Park restrooms as needed.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all County policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

Education and/or Work Experience Requirements:

- Two to three years practical experience law care, farming or construction, preferred.
- High School Diploma required.
- Must be able to **safely operate machinery and tools** utilized by the Parks Department.
- Must be able to identify & assist with repair and maintenance of equipment.
- Must be a **self-starter**, take initiative to identify areas of improvement within park locations and notify supervisor.
- Must be able to comprehend directives and perform assigned duties with **minimal supervision**.
- Good communication skills necessary; ability to answer a general question or direct park visitors as needed.

Date Revised: 2/2017 and 6/1/2017 Approvals: _____

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (4-6 hrs.), **standing/walking** (4-6 hrs.). This position experiences considerable balancing, stooping, crouching, bending, and reaching movements. **Defined Heavy Work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.** Visual acuity needed to perform activity such as: operate machines and/or mechanical equipment, motor vehicles, as well as make observations of work completed, structures/facilities. Requires repetitive use of wrists, hands, and fingers as well as grasping, lifting, pushing and pulling equipment in daily tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed outdoors in variable weather conditions with no effective protection from the weather. While performing the duties of this position, the employee is subject to varying temperatures; **must be able to tolerate temperatures between 30 degrees and in excess of 90+ degrees.** The worker is subject to noise at levels sufficient enough to cause the worker to shout in order to be heard above an ambient level. The worker is subject to vibration; exposure to oscillating movements of the extremities or whole body. **There is a potential exposure to hazards such as proximity to moving mechanical parts of machinery and exposure to lawn maintenance chemicals.**

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date:

Date Revised: 2/2017 and 6/1/2017 Approvals: _____

