



**CITY OF CRETE**  
**Park Facilities and Groundskeeper**

**Job Status:** Non-Exempt; Full-time

**Reports to:** Parks and Rec Director

**Supervisory Responsibilities:** No

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**I. GENERAL FUNCTIONS**

Organize and implement all direct work duties and responsibilities relating to park grounds and facilities and ballfields maintenance. Full-time, hourly position subject to working some evenings, weekends, and early mornings for snow removal, ball field set up and pool facility maintenance.

**II. TYPICAL DUTIES & RESPONSIBILITIES**

- Effectively operate all park department vehicles, machinery, and equipment.
- City parks and fields landscaping and maintenance.
- Maintain and repair playground equipment, park buildings and facilities.
- Maintain department vehicles/machinery/equipment in accordance with relevant workplace safety guidelines.
- Work cooperatively with other City staff, park patrons, and public.
- Present clean, professional appearance and work clothes and PPE appropriate to the position and task.
- Actively participate in essential functions and respond effectively to other duties as assigned by the Parks and Recreation Director.

**III. ESSENTIAL FUNCTIONS (INCLUDE BUT NOT LIMITED TO)**

- Perform ground maintenance of City properties and athletic fields such as mowing, fertilizing, seeding, watering, trimming shrubs/trees, control weeds, pests and stinging insect populations to keep grounds hazard-free and attractive.
- Perform landscaping duties such as planting trees/shrubs, proper care of new and existing plants, installing and/or repairing retaining walls, edging, etc.
- Perform snow removal of identified City properties including sidewalks, stairs, access spaces, parking areas, lots, and event spaces to ensure safe and timely access to all City facilities.
- Clean park restrooms, including maintaining sanitary toilets and sinks, ensuring proper toiletry items (toilet paper, paper towels, and soap) are fully supplied, wiping down walls, door, and mirrors as needed.

- Empty trash receptacles and pick up litter, limbs and debris. Haul all items to the transfer station, as needed. Coordinate event trash removal with Parks and Recreation Director.
- Inspect, maintain, and properly store all tools, vehicles, and equipment.
- Assist in setting up field and recreation facilities for public use and enjoyment. Maintain picnic tables and proper park signage.
- Prepare parks and swimming pools for openings and closings.
- Maintain park and city facilities, non-surface roads, and parking lots.
- Maintain legible, orderly, and accessible records or other related documentation.
- Report needed major repairs to the Building Inspector and/or Parks and Recreation Director.
- Inspect pool operation equipment, report and may repair malfunctioning filtration and chlorination components; develop and implement plans to correct and prevent breakdowns.
- Set valves and controllers for filtration and chlorination systems; skim grease, replace sand and purge filter systems as needed; check and adjust water chemistry.
- Independently utilize reference and technical materials (in various formats) to resolve operational, maintenance and repair problems.
- Safely perform duties on wet or dry surfaces of various textures and slopes. Perform work during extended exposure to sunlight and variant temperatures.
- Communicate park policies and guidelines to park patrons, courteously, tactfully, and impartially.

#### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Communicate effectively, orally and in writing, in English and respond to requests by phone and email in a timely manner.
- Effectively communicate with persons of various ethnic backgrounds, education levels, age, and communication abilities.
- Relevant knowledge of department vehicles, machinery, and equipment operation and maintenance.
- Ability to work outdoors in diverse conditions and make decisions by analyzing situational factors.
- Safely operate a motor vehicle in all environmental and lighting conditions, day, evening, or nighttime.
- Safely operate hand tools or power tools and equipment: 1-ton dump truck, leaf blower, bush-hog, power-washer, welder, air compressor, chain saw, weed eater, mower, tractor, aerator, tiller, snow plow, snow blower.
- Knowledge of modern facility and grounds maintenance principles and procedures.
- Ability to meet the physical demands required by this position (see section VIII)

#### **V. MINIMUM QUALIFICATIONS**

- Must possess and maintain a valid Nebraska Driver's License
- Must be at least 21 years of age

- Have high school diploma or GED
- Must be legally authorized to work in the U.S.

**VI. WORKING CONDITIONS & PHYSICAL EFFORT**

This position has a very heavy work classification for the essential functions of this position. Very heavy work involves lifting objects weighing more than 100 pounds at a time with frequent lifting or carrying of objects weighing 50 pounds or more. Work will be performed in areas of limited space, or areas to which access may entail climbing, crawling, kneeling, stooping, lying on the ground, or other physical exertion to gain access. Work will also be performed in areas of extreme temperature and/or humidity, in the presence of various fumes, odors, or airborne particulates, and in areas of variable or extreme lighting or noise.

**VII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City’s Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of the Park Facilities and Groundskeeper, and can perform the essential functions with or without accommodation.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Last Revised:                  June 2024**