## Position Description

## Benchmark

# Date: 2/27/23

**Position Title:** Building & Grounds Manager

**Incumbent:**  **Supervisor: Regional Parks, Buildings and Grounds Manager**

**Job Content:**

1. Position Summary:

(Overall purpose of this position)

* Perform a broad spectrum of maintenance functions to assure assigned Parks are professionally maintained and to assure the safety of Park visitors.

1. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:

(The following description is a general representation of the key duties and responsibilities of this position. Other duties may be assigned, as required.)

A. Perform landscape preparation and maintenance duties including turf care, tree care and maintenance of plant beds.

1. Maintain park amenities including shelters, restrooms, parking lots, roadways, trails, playgrounds and other structures.
2. Perform snow removal and control ice in park areas where required.
3. Complete required inspections, records, and documentation as directed by supervisor.
4. Operate and maintain equipment: perform preventative maintenance and make basic repairs.
5. Assist with special events, as directed.
6. Assist in daily park operations.
7. Assist with baseball/softball field prep and setups.
8. Assure compliance with all related safety regulations.
9. All other duties as assigned by supervisor.

**Qualifications:**

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

(To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

* Broad, in-depth landscaping, maintenance, and mechanical skills.
* Demonstrated proficiency in maintenance specialty areas: carpentry, plumbing, painting, masonry, electrical (basic), and welding.
* Broad understanding of the Park District with general knowledge of flora, fauna, and wildlife of the area.
* Ability to operate equipment customarily used in landscape maintenance and development. Knowledge of applicable safety regulations.
* Basic reading, writing and math skills.
* Problem solving and troubleshooting skills.
* Ability to supervise others on tasks and setting priorities.
* Ability to work with limited supervision.
* Professionally manage areas including handling safety concerns or issues and communicating with visitors, Rangers, staff, and supervisor as appropriate.
* All other duties assigned by management.

3B. Essential Physical Demands and Working Environment:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and may occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

* While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet, and fumes or airborne particles.

3C. Previous experience that is *necessary* background to qualify for this position:

* Moderate level of landscaping, and broad maintenance experience.