

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Grounds Equipment Operator	Department:	Parks & Recreation
Requisition Number:	2019224		
Hours:	7:00 a.m. – 3:00 p.m., overtime as required	Rate of Pay:	\$18.9424 per hour
Date Posted Up:	11/8/2019	Date Posted Down:	11/22/2019
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Working Under general direction of the Grounds Management Supervisor and Working Leader, incumbent is responsible for the maintenance of Park areas as assigned. To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative samples of the knowledge, skills, and / or ability required. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Maintains Park grounds which includes mowing, fertilizing, chemical application, turf repair, litter pick up, tree and limb pruning, tree removal, soil erosion, grading, and ground repair;
- Operates all assigned maintenance equipment including the following specific equipment: TORO 580D, TORO 4000 series, TORO Grounds Master 62” mower, commercial type fertilizer spreader, 6 ft pull type aerator, core pulverizer, large capacity skid mount sprayer, hydro-seeder, commercial wood-chipper, ball diamond tractor with attachments, landscape tractor with attachments, 45 hp tractor using 80” and 15’ rear mounted mower, one ton dump truck pulling equipment trailer, fork lift;
- Operates other miscellaneous equipment or tools related to grounds maintenance and park facility repairs: Examples: String spin trimmer, grinding wheel, high volume walking sprinklers, 62” riding mower, powered post hole diggers, chain saw, wood splitter, snow blowers, and rotary broom;
- Performs winter work such as snow removal, clean ice skating ponds, cuts and splits fire wood, equipment repair, facility repairs, and other work assigned;
- Ensures the adherence to safe work practices and procedures;
- Maintains all assigned equipment in a safe operating condition;
- Completes all required written records and work reports honestly, accurately, and in a timely manner;
- Works in harmony with fellow employees and Supervisors, and maintains good relations with park patrons;
- Assures the completion of all duties assigned to this position in a timely, and efficient manner;
- Keeps work areas clean and orderly.

MARGINAL DUTIES

Other duties may be assigned as necessary.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description

and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directs work crews as assigned by the Supervisor, Working Leader.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- High school diploma or general education degree (GED);
- One full year of continuous experience in operating above stated equipment or comparable;
- One full year of continuous experience relating to grounds maintenance or landscaping background.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to read and write English clearly and understand written and oral instructions;
- Ability to work independently and in an outdoor environment year-round;
- Working knowledge of turf maintenance and related cultural practices.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Must be able to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form. Incumbent is expected to carry out moderately complex varied and standardized assignments. An understanding of work processes, methods and use of equipment and machinery is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana driver's license with for-hire endorsement.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee lifts 75 pounds and carries the weight a minimum of 50 feet. The physical effort involves heavy lifting, pushing, and pulling usually performed in a non-sitting position with high manual dexterity.

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.

Working conditions are adequate with minimum environmental conditions to assure health, safety, and comfort to others and may have occasional exposure to hazardous work conditions through use and operation of mechanical equipment, working on frozen ice-skating ponds, and outside temperature extremes. Occasional exposure to hazardous work conditions through use and operation of ground equipment.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.