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| **JOB TITLE:** | **Park Grounds I & II** |
| **REPORTS TO:** | Trustee |
| **SUPERVISES:** | None |
| **POSITION TYPE:** | Part Time Non-Exempt |

**SUMMARY OF POSITION:**

This position is one of the many faces of the parks and cemeteries owned by Scott Township. Employees must be able to perform manual labor to maintain the parks. “Park” is defined as the Scott Township Ball Fields and associated property, Pickleball Courts, located at 550 Radio Ave. and Scott Township Park on Schlensker Ave. The Township currently maintains several cemeteries all within Scott Township. Employees may be asked to assist with groundskeeping and general maintenance at the Township owned cemeteries and other duties as assigned.

**ROLES AND RESPONSIBILITIES:**

**Scott Township Parks**

* Mow grass and maintain grounds to keep the parks in good condition. *Grass levels in parks shall be at the discretion of the Trustee.*
* Check trails and public areas on a weekly basis for debris, limbs, or trees blocking the trails and mitigate any trail issues.
* Check trails, bridges, docks, fencing, playground equipment, lighting, and any stand-alone structures weekly for any repair issues that need attention. Report as necessary.
* Check all culverts to ensure good water flow monthly and/or before any predicted storm and after a rainfall of over 1 inch of rain within a 24-hour period.
* Open and close parks and/or buildings a daily basis or as requested.
* Check the bathrooms daily for cleanliness, clean as necessary and weekly clean/sanitize the entire bathrooms.
* Clean/sanitize playgrounds as requested.
* Visually check trash containers to ensure no major rodent or pest activity, and/or dumping. Empty as necessary.
* Inspect the buildings after a rental for cleanliness and report to the Township clerk the status of the rental.
* Clean and sanitize the Bob Harris shelter and/or concession stand utility room monthly. Clean as necessary.

**Cemeteries**

 *MOWING*

* Paper, trash, fallen branches, flowers not associated with the grave, and other debris will be collected prior to each mowing
* Employee will mow turf areas as needed according to seasonal growth
* No more than 1/3 of the leaf blade will be removed each mowing period grass height should be between two and four inches.
* During periods of excessive rain and tall grass growth, the mower cut height must be raised.
* It is recommended for all mowing to be done with a push mower, especially near stones
* Mower blades will be sharp at all times to provide a quality cut and prevent
* Mowing equipment and patterns (alternate directions when possible) shall be employed to permit recycling of clippings whenever possible and present a neat appearance
* Employee will leave clippings on the lawn as long as no readily visible clumps remain on the grass surface 36 hours after mowing. Otherwise, distribute large clumps of clipping of clippings by mechanical blowing or by collecting and removing them.

*EDGING AND TRIMMING*

* Grass adjacent to fixed objects, such as tombs, grave stones, monuments, etc. shall be trimmed to the same height as the general turf. Trimming is to be done so that the turf areas are not scalped.
* Employee will edge tree rings, plant beds, and all buildings, sidewalks, fences, driveways, parking lots, and other surfaces areas beyond bordered by grass.
* No mower will be operated within 12 inches of any marker, monument, headstone, gravestone, footstone, or other memorial. All turf between these markers and moan areas must be trimmed using a filament line trimmer.
* When trimming near stones, tombs, and monuments, employee is responsible for ensuring that the rotation of the strain causes the grass to be thrown back towards the operator. This will assist in preventing any objects thrown by the tremor such as rocks, sticks, etcetera, from being thrown towards the fragile stones, thereby minimizing the potential for accidental damage.
* Employee will clean all clippings from sidewalks, curbs, roadways, markers, monuments, and other stones immediately after mowing and or edging. Employee will not sweep, below, or otherwise dispose of clippings into any sewer or drainage system.
* Under no circumstance will herbicides be used in lieu of appropriate edging and trimming, especially adjacent to monuments and fences. Any herbicide used is to be approved by the Trustee prior to use and only used as a last resort.

*PEST CONTROL*

* Employee will inspect turf areas at each visit for indications of pest problems and advise the trustee of any findings.
* Upon confirmation of pest infestation, the Trustee will provide an approved product to the employee for application.
* All applications of pesticides will be performed when temperatures are below 90 degrees Fahrenheit and wind drift is low.

*TREE MAINTENANCE*

* Any trees that need to be trimmed or pruned should be brought to the attention of the trustee.
* Minor pruning may be conducted after authorized.

*GENERAL*

* All mechanized equipment including but not limited to mowers, trimmers, edgers, etcetera it must be turned off if you encounter the public.
* Report any repair or PM needs to the Trustee immediately.
* The employee will be responsible for the manual pulling of any and all weeds in landscape beds, around stones, curbs, sidewalks, trees that are barked, fence lined, retaining walls, property lines- anywhere that weeds are growing.
* All turf areas will be cleaned of leaves, weeds, trash, and any other debris during the cold season on an as needed basis.
* Any ditch or water flow area, on the property of the Township shall be included in care.

**GENERAL**

 SAFETY AND ADMINISTRATIVE

* Use all safety PPE issued
* Use all safety devices on all equipment, including but not limited to rollover protection structures on park tractor and or zero turn mowers
* Use the proper safety precautions or procedures for each task
* All business-related conversations utilizing email shall be conducted using the Township provided e-mail.
* E-Mail shall be checked at a minimum on a daily basis Monday through Friday with the exception of Federal Holidays.

**POSITION REQUIREMENTS / QUALIFICATIONS:**

* High School Diploma or equivalent
* U.S. Citizen
* Must have a valid driver’s license with a clean record.
* Must be at least 21 years of age by date of hire.
* Strong ability to read, write and follow oral and written communications in English.
* General understanding of email and computer access.
* Personal standards of appearance and dress code.
* Emotional and physical fitness to perform assigned duties.
* Must be in good physical condition, as this role involves manual labor including but not limited to lifting, bending, and walking for extended periods of time.
* Successfully pass a background check to include credit, criminal, driving and drug screen.
* Drug screens at random.
* Must have reliable mode of transportation to, from, and during work. (Mileage to be reimbursed per State of Indiana law/rate)

**EMPLOYEE ACKNOWLEDGEMENT**

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by the Trustee. This job description does not constitute an employment contract between the company and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation. As an employee of Scott Township, you agree to be in compliance with regulatory authorities including but not limited to the IRS (Internal Revenue Service), Indiana Department of Revenue, State Board of Accounts, and all local/state/federal laws.

I have read the above job description, understand its contents and have had an opportunity to discuss with the Trustee of Scott Township Vanderburgh County, Indiana. By signing below, I agree I understand what is expected of me and can comply with all requirements of this position.

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| **Employee Name** |  | **Employee Signature** |  | **Date** |