

Town of Castle Valley

Groundskeeper

Job Description

General Purpose

This person performs a variety grounds keeping, maintenance and repair duties in the upkeep and improvement of the Castle Valley Community Building, Pavilion, Playground, irrigation system, grounds, and other Town owned properties.

Supervision Received: This position is supervised by the Mayor.

Supervision Exercised: N/A.

Duties

Irrigates the lawn, trees, shrubs and other landscape plants, including keeping all parts of the irrigation system in operating condition, including water filters.

Performs a variety of mowing, weeding and trimming functions, with special emphasis on weed-whacking along paved pathways and adjacent to parking areas. This includes both operating equipment and keeping all mowers and equipment in working order.

Performs a variety of routine grounds maintenance work, including raking, sweeping, shoveling, digging, seeding, planting, transplanting, fuels removal, and moving rocks, gravel, sod, etc with attention to compliance with Utah FireWise standards.

Removes debris, noxious weeds (with special attention to removal of puncture vine), and trash from the grounds, keeping the area safe and clean, including transferring all full trash containers to the pick-up site for scheduled removal on Tuesdays.

Performs and maintains snow and ice removal when required. Snow removal is required before the building opens on days when the Community Building is open to the public for either Town Office or Library hours, and within 24 hours of a storm on days when the building is closed. Response for snow removal will be compensated at a minimum of two hours.

Performs a bi-monthly playground check on equipment and grounds for safety using State guidelines. This includes maintaining the Playground checklist log. As well as raking the mulch to keep level surfaces.

Performs monthly exterior building maintenance inspections and notifies the Town Clerk of maintenance or repair work needed.

Performs outdoor building and facilities maintenance, including but not limited to the pavilion upkeep, playground, basketball court, sport equipment storage inspections and maintenance, Inspection and upkeep of flagpole and signage, inspection of propane tank, inspection of solar system, organization and maintenance of shed.

Purchases, uses, stocks and stores all equipment, tools, and approved landscaping products, including purchasing trip to Moab when required.

Performs related duties upon request.

3.2023

Spearhead and organize volunteers for special landscape projects as needed. Liaison to the Town Council for such projects.

Minimum Qualifications

Experience: Demonstrated experience in grounds keeping, sprinkler systems and building and facilities maintenance inspections.

Knowledge, Skills, Awareness:

- working knowledge of plants and plant care
- working knowledge of the use of lawn mowers and maintenance tools and equipment
- working knowledge of well, lawn sprinkler and drip system irrigation equipment
- ability to perform all required groundskeeping and equipment maintenance
- ability to troubleshoot, research and learn skills as needed to complete tasks
- ability to use the computer and internet when needed as a tool
- ability to work without direct supervision
- ability to establish good working relationships with other employees and the public

Licenses/Certifications: valid Utah driver's License,

Physical Demands: Works in variable weather conditions, performing light and heavy labor. Tasks regularly include walking, standing, stooping, reaching and lifting light and heavy objects, working above floor level, climbing ladders, working in cramped positions.

Compensation: starting at \$20.00 per hour

Expected Time Commitment: Approximately 6 hours a week, year around, on call status for emergency needs.

Selection Guidelines: Letter of Interest, resume, identification as required, 3 references, interview with hiring authority.

Application Deadline: The position will remain open until filled.