



**County of Calhoun**  
Job Description

**Job Title:** Recreation Groundskeeper and Building Maintenance

**Department:** 400 - Public Buildings

**Reports To:** Recreation Director

**FLSA Status:** Non-Exempt

**Prepared Date:** 5/18/2011

**Approved By:** HR Director

**Approved Date:** 2/11/2019

**Summary**

Maintains building and grounds of recreation or public property by performing the following duties.

**Essential Duties and Responsibilities**

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Engages in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.
- Requisitions tools, equipment, and supplies.
- Inspects completed work for conformance to specifications and standards.
- Studies production schedules and estimates worker hour requirements for completion of job assignment.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Assists in solving work problems.
- Performs electrical maintenance, plumbing maintenance, HVAC, and general maintenance on buildings including but not limited to: painting, replacing ceiling tiles, replacing carpet, etc.
- Performs advanced janitorial duties such as floor stripping, carpet cleaning, etc.
- Set up for fields and facilities for special events.
- Other duties as assigned

**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. Current South Carolina driver's license in good standing.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

### **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 frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

### **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.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to vibration. The noise level in the work environment is usually loud.

**This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.**