

## VACANCY ANNOUNCEMENT

**JOB TITLE:** Part-Time Recreation Groundskeeper I

**POSTING DATES:** June 28, 2019

**WORK LOCATION:** LaBelle, FL

### **POSITION SUMMARY:**

Performs unskilled and semi-skilled work involving landscapes and maintains grounds and property using hand and power tools and equipment. Typically performs a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation and repair. Performs custodial and janitorial duties and housekeeping tasks, minor repairs to facilities. Must maintain a valid driver license.

### **DUTIES AND RESPONSIBILITIES:**

Transports vehicles, supplies and equipment to work sites.

Mows, edges and trims lawns and playing fields using power equipment, riding and handheld.

Operates pick-up truck with tow behind trailer.

Moves office and institutional furniture and equipment from place to place as directed.

Performs daily safety inspections of assigned equipment before and after use; performs routine service and maintenance.

Removes trash and debris and cleans park facilities including pavilions and restrooms.

Performs minor repairs and assists in maintaining park facilities. Inspects grounds, playground equipment, fencing, benches and property in the open to identify possible safety problems. Notifies supervisor when more extensive repairs are required.

Trims foliage; clears brush; cuts and edges grass and weeds with hand tools and power operated machines; seed, hoes, cultivates and gives general care to lawns and grounds; removes dirt, rubbish, weeds, leaves and other refuse from grounds.

Digs holes for plants, mixes fertilizer or lime with dirt in holes, inserts plants, and fills holes with dirt. Lays sod and seeds bare areas.

Manual work involving a variety of housekeeping tasks as assigned. Scrubs, mops, waxes and polishes floors; dusts and polishes furniture; washes windows, woodwork, toilets, washrooms and fixtures.

Hauls and spreads topsoil and fill dirt and seeds or lays sod on lawns and fields.

Waters lawns, trees, and plants, using portable sprinkler system, hose, or watering can. Performs installation and repair of sprinkler systems and repair of water lines.

Applies herbicides, fungicides, fertilizers, and pesticides, using spreaders or spray equipment.

Maintains tools and equipment.

### **OTHER FUNCTIONS:**

Performs other duties as required; may be required to assist in supervising large events.

Responds to work during a declared state of disaster.

## **KNOWLEDGE, SKILLS ABILITIES AND COMPETENCIES REQUIRED:**

Knowledge of principles of lawn care, seeding, and placing sod.

Knowledge of adjustment, maintenance and repair of sprinkler systems.

Knowledge of fertilizers, insecticides, and herbicides used in grounds care and gardening. Knowledge of the materials, methods and equipment typically used in building maintenance and ground maintenance work.

Knowledge of the use of proper methods and materials in cleaning and otherwise caring for buildings, grounds and equipment.

Knowledge of component parks, operating principles and maintenance needs of light equipment.

Skilled in the use of materials and equipment typically used for building and grounds maintenance.

Ability to understand and follow simple oral and written instructions.

Ability to make minor repairs and adjustments to building and grounds maintenance tools.

Ability to recognize safety hazards in the work involved and take precautionary methods to protect self and others.

Knowledge of the Parks and Recreation Department rules, regulations and operating procedures. Skill in properly applying chemicals.

Skill in using various landscaping and maintenance tools including power saws and other equipment.

Basic skills in understanding, speaking and writing the English language.

Ability to perform minor maintenance tasks using hand tools.

Ability to deal with customers in a courteous manner.

## **MINIMUM QUALIFICATIONS:**

High school diploma or an acceptable equivalency diploma. At least six months of related experience. Requires a valid Florida Driver's License

## **HOURS OF WORK:**

Various parks, hours TBD, 25 hrs/week

## **ANTICIPATED STARTING PAY:**

Minimum \$11.00 per hour and maximum rate of pay depends upon experience. This is a part-time hourly position.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante  
Hendry County BOCC  
P.O. Box 2340 LaBelle, FL 33975  
(Physical address: 640 S. Main Street)  
Telephone: 863-675-5352  
Fax: 863-674-4195  
<http://www.hendryfla.net>  
[audelia.bustamante@hendryfla.net](mailto:audelia.bustamante@hendryfla.net)

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN  
HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH  
DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE  
NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.