

OTTAWA COUNTY POSITION POSTING

Job Title:	Seasonal Groundskeeper
Reports to:	Facilities Superintendent
Job Status:	Part Time, Seasonal, FLSA Non-Exempt
Salary Range:	\$10.00-\$12.00/hour

Job Summary

The Groundskeeper is a part-time (will generally average 25 hours per week +/-), seasonal position that works from April through October to maintain lawns, landscaping and other outside areas as directed at various County buildings and properties throughout the County. Must have flexible availability, as the work is heavily weather-dependent.

Essential Knowledge, Abilities and Skills, Education

Groundskeepers will generally be expected to meet these qualifications:

- Knowledge of various types of foliage, flowers, trees, shrubs and other greenery, and how to maintain them
- Knowledge of gardening products such as fertilizers and pesticides
- Familiarity with sprinkler systems and other landscaping equipment
- Working knowledge of and ability to operate equipment such as mowers, tractors and trimmers.
- Physical stamina and the ability to work outdoors for long periods of time, in extreme weather conditions if necessary
- Ability to lift 50 pounds
- A valid driver's license
- High school diploma or GED.

Essential Functions of the Position

Groundskeepers maintain natural environments. Duties may vary, depending on the grounds themselves, with the most common duties of a Groundskeeper being:

- Maintaining gardens, lawns and flower beds, etc.
- Caring for and cultivating foliage including planting, fertilizing, weeding, watering, trimming and pruning, mulching and applying pesticides
- Ensuring pathways, stairs, outdoor seating and other structures are cleared and safe
- Preparing outdoor areas for various weather conditions as necessary
- Properly operating and maintaining garden and landscaping equipment
- Communicating needs for supplies and equipment to supervisor

Job Location

County buildings & properties throughout the County

Equipment Used

Lawn care equipment including but not limited to: lawn mowers, mowing tractors, weed trimmers, brush trimmers, etc.

Physical Requirements

Must be able to operate required equipment, lift 50 lbs, move about the properties, kneel, bend, squat, and climb.

Critical Skills/Expertise

Experience required varies, depending on the job. For some outdoor spaces, knowledge of topiary or advanced horticulture may be needed. May work with chemicals, heavy machinery or power tools, with previous experience preferred.

Other Responsibilities

May be required to work with the Inmate Work Program participants as needed. Other duties may be assigned by the Facilities Superintendent, County Administrator, Board of County Commissioners, or other appointing authority.

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Application Instructions

To apply, candidates should complete an employment application and return to Human Resources at 315 Madison St. Room 102 Port Clinton, OH 43452. Applications can also be faxed to 419-734-6885 or emailed to mish@co.ottawa.oh.us

Applications can be picked up from the Courthouse or downloaded from the website at <https://www.co.ottawa.oh.us/wp/wp-content/uploads/2019/11/Employment-Application-11-22-19.pdf>