



## **JOB DESCRIPTION**

Job Title: Groundskeeper  
Reports To: City Manager  
Status: Seasonal, Hourly  
Pay Range: \$17

### **TO APPLY**

To apply for this position, submit the application for employment online or send to [orlindacityhall@cityoforlindatn.com](mailto:orlindacityhall@cityoforlindatn.com) or bring to 7501 Highway 52, Orlinda, Tennessee or mail to PO Box 95, Orlinda, TN 37141. Applications will be accepted until the position is filled.

### **PURPOSE**

The primary responsibilities will revolve around turf management specifically mowing, trimming treating and edging grass areas. Work involves operating mowing equipment and power trimmers to mow and trim turf areas. Employee is also responsible for picking up and discarding trash, raking leaves, weeding flower beds, pruning trees, and other duties as required.

### **REQUIREMENTS**

- Must be physically able to operate a variety of machinery and equipment, including pick-up trucks, riding mowers, power trimmers, shovels, primers, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures.
- Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of grounds maintenance.
- General knowledge of the occupational hazards and safety precautions of the work.
- Ability to establish and maintain effective working relationships with employees, officials and the public.
- Ability to use a lawn mower, small tractor, PTO mower, and other landscaping equipment.
- Consciousness and appreciation of preventive maintenance and safety measures.
- Ability to understand and follow oral and written instructions.
- Ability to exercise independent judgment and attention to detail in applying standards to work situations.
- Ability to exercise tact and courtesy in contact with staff and the general public.
- Ability to establish and maintain effective working relationships, as necessitated by work assignments.

**DUTIES INCLUDE**

Seasonally, this position involves mowing grass, City rights-of-way, and spraying weeds. Other duties will include, but are not limited to:

**WORK HOURS**

This is a seasonal position requiring approximately 15 to 20 hours per week. The hours worked are flexible but requested that work take place Monday to Saturday.

**MINIMUM REQUIREMENTS**

- Must be 18 years of age or older
- Valid driver’s license
- Experience operating equipment.

**REPORTS TO**

The groundskeeper reports to the City Manager.

**PAY**

\$ 17 per hour

This is a part time position and does not qualify for paid time off or other employee benefits.

This job description is not intended to be all inclusive. You will perform other reasonable related duties as assigned by the City Manager. The administration reserves the right to change or revise the job duties and responsibilities as the need arises.

The City of Orlinda is an equal opportunity employer.

I understand the above stated Position Summary, Primary Duties and Responsibilities, and Qualifications. By signing, I acknowledge and agree to these requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City of Orlinda, City Manager

\_\_\_\_\_  
Date