

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Seasonal Park Maintenance - Grounds**

**POSITION CONTROL NUMBER:** Various

**FLSA STATUS:** N

**POSITION DESCRIPTION**

Performs manual work including basic grounds maintenance and improvements. Assists with more involved tasks and projects (including irrigation, landscaping, etc.). Performs basic facility, playground and park maintenance repairs and improvements, park mowing and weed eating and assists with projects. This position is supervised by the Park District Manager.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion

**WORK PERFORMED.**

**70% General Maintenance.** Duties include mowing grass; operating a weed eater; planting, trimming and edging shrubbery, trees, grass and flowers; raking leaves; brush removal; chipping and removing trash and debris.

**20% Customer Service.** Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals.

**10% Other Duties as Assigned.**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

**Ability to:**

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Understand and carry out written and verbal instructions.
- Operate various office equipment.
- Read manuals, safety guides and instructions.

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**PHYSICAL REQUIREMENTS**

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery			X	
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects			X	
Talking			X		Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting-50 lbs.	X				Temperature and Humidity			X	

**EQUIPMENT USED**

Personal Computer	Weed Eater	Trimmers
Printer	Lawn Mower	Hand Tools
Telephone	Power Tools	Office Equipment

**MINIMUM QUALIFICATIONS**

- Eighteen (18) years of age.
- Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).
  - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

- Required to lift fifty (50) pounds.
- May be required to work weekends.

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- Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee’s Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Supervisor’s Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority’s Signature / Printed Name

\_\_\_\_\_  
Date

Created: 9/19  
Revision History: 02/24