

GROUNDSKEEPER/RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is both routine work in grounds maintenance requiring physical endurance and a willingness to perform manual tasks, as well as beginning level work in the field of recreation. Groundskeeping duties are performed under the general supervision of the Recreation Supervisor who outlines general tasks to be performed. Recreation duties are performed under the direct supervision of a Recreation Leader. Supervision may be exercised over one or more subordinate workers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Mows lawns and cares for flowerbeds, walks and driveways;  
Maintains outdoor trails;  
Shovels snow and rakes leaves;  
Performs minor maintenance on mechanical equipment such as mowers, sanders, weed trimmers, etc.;

Performs routine maintenance and cleaning of park facilities;  
Assists in the conduct of basketball, bowling, badminton, volleyballs, table game leagues, programs at recreation center or other physical activities;  
Assists in the conduct of socials, dances, tournaments, special events, story-telling sessions, dramatics, parties, etc.;

Assists with officiating at athletic contests;  
Assists with the chaperoning of trips and other group activities;  
Assists with the instruction of children in games, sorts, arts and crafts, dancing, singing, dramatics, etc.;

Keeps records of attendance activities, equipment, etc.;

Makes up schedule for sports and special events;  
Operates a movie projector;  
Distributes and collects equipment;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern procedures and practices of ground maintenance work; working knowledge of recreational sports and games; working knowledge of first aid; ability to prioritize and schedule work; ability to comprehend and follow detailed instructions; willingness to perform routine manual work; physical endurance.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma.