

**Pay Range: 7-8**

**Date: March 16 , 2016**

## **POSITION DESCRIPTION**

### **CITY OF CONCORDIA**

**POSTION TITLE:** Downtown Events Staff & Groundskeeper  
**POSITION REPORTS TO:** Chamber of Commerce President  
**SCHEDULED BY:** Chamber of Commerce President

**PURPOSE OF THE POSITION:** This position performs semi-skilled, manual work, involving the cleaning and maintenance of the Downtown Concordia and Broadway Plaza. Also included is assisting with set-up and clean-up of special events, and operating equipment specific to the area. Work involves interaction with other City employees, the general public, business owners, and other patrons of the Broadway Plaza and downtown. This position requires working various days of the week (including many weekends and holidays), and various hours of the day, which are subject to change on a weekly basis depending on the events scheduled in the area. This position must work independently without close supervision.

### **JOB FUNCTIONS**

#### **Essential Functions of Broadway Plaza**

##### Restroom Maintenance

- Clean restrooms daily, or more frequently as needed.
- Inspect restrooms frequently and maintain cleanliness.
- Supply toilet paper and towels as needed.

##### Water Feature Maintenance:

- Clean all water spouts as needed.
- Cap water spouts as needed.
- Turn off/on water feature as directed.
- Weather proof water lines.

##### Grounds Maintenance:

- Collect/dispose of trash and dog waste.
- Empty, clean, and sanitize outdoor trash containers.
- Sweep sidewalk and all concrete area.

- Maintain cleanliness and appearance, including weeding as needed.
- Water flowers and grass.
- Clean drinking water fountains and maintain their cleanliness and appearance
- Clear leaves and all other debris daily.
- In winter, keep walkways clear of snow and ice.
- Mow grass as needed.

Event Maintenance:

- Assist with event set up, tear down and maintenance.
- Arrange and set-up/break-down equipment.
- Assist with LED screen operation.
- Assist with microphone/sound system operation.
- Set up picnic tables, trash cans, barricades, parking lot signs, etc., for events or rentals as necessary.
- Clean chairs, tables, and other equipment.
- Maintain bathroom paper goods.

**Essential Functions of Downtown Business Areas:**

- Collect/dispose of trash.
- Empty, clean and sanitize outdoor trash containers.
- Clean curbing, islands and sidewalks.
- Water flowers and trees.
- Maintain cleanliness and appearance, including weeding as necessary.

**Other Functions**

- Perform other tasks as assigned by the Chamber of Commerce President.

**JOB QUALIFICATIONS:**

- Knowledge of grounds maintenance
- Some knowledge of horticulture
- Ability to handle public interaction in a tactful, diplomatic manner
- Must be able to maintain a good working relationship with other departments and employees
- Considerable knowledge of the operation, care and maintenance of tools and equipment.
- Knowledge of appropriate safety procedures and practices
- Required to work weekends and holidays as necessary.
- Ability to work independently and complete daily tasks, as assigned.
- Dependability.
- Fulltime regular attendance required, with variable schedule.

## **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE:**

- Equivalent of a high school education.
- Combination of training and experience which provides the required knowledge, ability and skill to do required tasks as assigned.
- Possess a valid Class C Kansas Divers License and an established personal driving history that is acceptable for coverage by the City's insurance carrier.

## **EQUIPMENT USED:**

Work-site utility vehicle  
Pickup truck  
Weed eater  
Push and riding mower  
Grass seeder  
Sprayers  
Various chemicals  
Janitorial and gardening equipment  
Various hand and power operated tools

## **PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Moderate level of stress.
- Lower and upper body strength to perform many daily maintenance functions.
- Ability to stand for an extended period of the time.
- Ability to sit and drive for extended periods of the time.
- Ability to perform strenuous manual labor for extended periods of time.
- Ability to lift a minimum of 50 pounds.

## **ENVIRONMENTAL DEMANDS**

The environmental demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Exposure to wet and/or muddy conditions.
- Exposure to hot/dry conditions.
- Exposure to extreme adverse weather conditions.
- Exposure to lawn chemicals and fertilizers.

## **NOTES**

- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Physical examination and drug screening tests will follow all conditional offers of employment.