



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Landscape Specialist
- II. **Organization Unit:** Landscape Division
- III. **General Summary:** Landscape Specialist will perform supervision of public areas, general grounds/custodial duties, and landscape maintenance duties.
- IV. **Qualifications:** High School Diploma preferred; must have valid drivers' license. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Outdoors work; nights and weekends; some holiday work required.
- VI. **Position Wage:** Wage is \$13.00/hour. This is a full-time position. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee agrees to wage negotiated at time of hire and understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and adhere to policies of WCPRD.
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
1. Be a team player, exhibiting a positive attitude.
 2. Adhere to work schedules as assigned by manager.
 3. Adhere to daily work plans per the digital and/or other work order system.
 4. General supervision of public during various events.
 5. Daily custodial/grounds duties which includes cleaning of restrooms, mopping floors, trash maintenance, and parking lot/walkway.
 6. Assist in all landscaping duties such as pruning, planting, trimming, mulching, irrigating/watering, blowing, mowing, weed maintenance, and other ground maintenance operations including trees and shrubs in the Downtown Maintenance District and any assigned areas of WCPRD regional parks.
 7. Use various pieces of equipment effectively such as mowers, edgers, chainsaws, pruners, trimmers, sod cutters, dirt excavators, UTV, and various hand tools to perform any and all landscaping tasks.
 8. Clean equipment on a daily basis.
 9. Assist with portable ice rink construction and deconstruction in winter months.
 10. Complete all assigned trainings.
 11. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 12. Complete any other duties as assigned by the direct supervisor/manager.
 13. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:**
By signing this job description, I agree to perform the tasks outlined within and also fully understand that I may be assigned other work-related duties and responsibilities as directed by Director or Assistant Manager of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date