

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Landfill	DEPARTMENT NUMBER	840
REPORTS TO (TITLE)	Landfill Supervisor	JOB FAMILY	Community Development
PAY GRADE	1; Landfill Groundskeeper	DATE OF LAST REVIEW	December 2023

NATURE OF WORK
<p>The first level in the Landfill series is responsible for grounds maintenance at the landfill. This is a part-time position averaging 35 hours per week annually. They perform a number of manual tasks using hand or power tools such as mowing, edging, weeding, mulching, raking, collecting trash, clearing brush and stumps, applying insecticide/herbicide, and performing related tasks.</p> <p>This is a part-time position averaging 35 hours per week.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>
<ol style="list-style-type: none"> <li>1. Performs routine grounds maintenance by mowing grass, sweeping, trimming and raking.</li> <li>2. Cleans and maintains landfill's grounds by picking up litter and garbage</li> <li>3. Applies spray-on cover at the end of the day to meet regulations.</li> <li>4. Sprays herbicides and removes weeds.</li> <li>5. Reads and monitors piezometer (LPZ) wells.</li> <li>6. Fills in for Gatekeeper as needed.</li> </ol>

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
High School diploma or equivalent G.E.D.
Some general grounds maintenance related work experience is preferred.

LICENSING / SPECIAL REQUIREMENTS
Valid driver's license

SKILL / ABILITIES REQUIREMENTS
<ul style="list-style-type: none"> <li>• Ability to operate tools and equipment such as weed-eaters, mower, spray cover machine, and/or hydro mulcher.</li> <li>• Ability to follow safety guidelines.</li> <li>• Ability to lift, reach, pull, push in a safe manner.</li> <li>• Ability to use computers and relevant software (ex.: Microsoft Office).</li> </ul>

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: driving, climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Intense noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.
- Ability to maintain balance walking across uneven terrain.

**CLASSIFICATION HISTORY**

DATE	COMMENT
December 2023	Updated per PDQ by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.