



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

(Internal / External)

**Department: Lake County Government Center
2293 Main Street
Crown Point, IN 46307**

Position: Grounds Worker – LCGC Maintenance

Classification: (Full-time and Part-time)

FLSA: (Non-Exempt)

Direct Reports: 0

Reports to: Grounds Supervisor, Maintenance Supervisor

Requirements: High School Diploma/GED. Must be a reliable worker who is able to perform routine tasks without supervision. Strong attention to detail is required.

Purpose of Position/ Summary:

Responsible for the cultivation and care of the landscaping and grounds surrounding all Lake County buildings. Plants flowers, mows, pulling of weeds, repair of structures and maintains the outside of the buildings. Perform addition tasks per management discretion (example: shredding paper, moving furniture and election support).

Essential Duties/Responsibilities:

What the job duties or responsibilities are:

- Perform grounds keeping and building maintenance duties.
- Mow lawn either by hand or using a riding lawn mower.
- Cut lawn using hand, power or riding mower, trim and edge around walks, flower beds, and walls.
- Trim edging around walkways, fencing, flower beds and walls.
- Landscape by planting flowers, grass, shrubs and bushes.
- Apply pesticide for control of pests such as mosquitos, wasps, ticks and others.
- Apply fertilizer to grounds to promote growth and water grounds as needed.
- Shovel snow on walkways and building entrances. Apply salt to minimize ice build-up.
- Install rock, cement, lighting and furniture.
- Sweep walkway of debris.
- Cut down tree limbs that may pose danger.
- Trim shrubs and pull weeds.
- Rake, mulch and prune grounds as needed.
- Water plants and grass as needed.
- Properly care for equipment and supplies.
- Notify supervisor of broken equipment or anything in need of repair.
- Rake, mulch and prune grounds as needed.
- Perform minor repairs and maintenance on equipment utilized by grounds keeping.
- Gather and remove litter

OTHER DUTIES:

Perform all other duties as required.

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties including lifting up to 50 lbs. Position requires full use of arms, hands, and legs. Be able to bend, walk, and reach overhead. Must be able to be on your feet most of the day, walking, bending, pushing, pulling; wear boots and other PPE as instructed.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

KNOWLEDGE/SKILLS:

(High School Diploma its equivalent or other). Able to operate or willing to train on powered equipment; mowers, tractors, twin-axle vehicles, chain saws, pruning saws, edger, aerator equipment, automatic sprayers and spreaders, snowplows and snow blowers, hand tools

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, supervisors, staff, and the general public.

**All Resumes and applications must be sent to the Human Resources Department of Lake County
Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of the Government Center in the Human Resources