

RENVILLE COUNTY JOB DESCRIPTION

205 Main St E, Mohall, ND 58761

Position Title: Part-Time Seasonal Park Groundskeeper

Department: County Park

Location: Renville County Mouse River Park

Reports To: Park Caretaker

FLSA Status: Non-Exempt

Employment Classification: Seasonal

Work Schedule: Approx. 15-35 hours per week. Hours will vary depending on operational need; including weekdays, weekends, and holidays as required.

Season of Employment: Approximately May 1 – October 1

Schedule Modifications: Employee may be required to adjust hours, work evenings, weekends, or holidays due to weather conditions, park usage, special events, emergencies, or operational necessity as directed by the Park Caretaker.

POSITION PURPOSE

The Part-Time Seasonal Park Groundskeeper is responsible for maintaining the cleanliness, safety, and appearance of Renville County Mouse River Park. This position supports the county's commitment to providing a safe, welcoming, and well-maintained recreational environment for residents and visitors.

The Part-Time Seasonal Park Groundskeeper performs routine grounds maintenance, facility upkeep, and general labor duties to ensure park facilities and outdoor areas remain in good working condition throughout the operating season.

ESSENTIAL FUNCTIONS

The duties listed below are representative of the essential functions of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

1. Grounds Maintenance

- Mow, trim, and edge grass areas throughout the park.
- Maintain trails, campsites, picnic areas, and common spaces.
- Plant, water, and maintain trees, shrubs, and flower beds as assigned.
- Remove weeds, brush, and debris from park grounds.
- Assist with minor landscaping projects.

2. Facility & Equipment Maintenance

- Clean and maintain restrooms, shelters, picnic tables, and other Park facilities.
- Empty trash receptacles and transport waste to designated disposal areas.
- Inspect Park facilities for damage or safety issues and report issues promptly.
- Perform minor repairs and routine maintenance as directed.
- Operate and maintain lawn mowers, trimmers, utility vehicles, and hand tools safely and properly.

3. Public Interaction & Park Operations

- Provide courteous assistance and basic information to Park visitors.
- Monitor Park areas to promote compliance with posted rules and report violations or concerns.
- Assist with Park opening and closing procedures as assigned.
- Support setup and cleanup for events or shelter reservations as needed.

4. Safety & Compliance

- Follow all county safety policies and procedures.
- Use personal protective equipment as required.
- Report accidents, injuries, damage, or hazardous conditions immediately.
- Ensure equipment is operated in a safe and responsible manner.

ADDITIONAL DUTIES

- Assist with special maintenance projects as assigned.
- Help prepare Park facilities for seasonal opening and closing.
- Perform other related duties as assigned by the Park Caretaker.

MINIMUM QUALIFICATIONS

- High school diploma or GED preferred but not required.
- Valid driver's license required.
- Experience in groundskeeping, maintenance or related field preferred but not required.
- Ability to operate basic lawn and maintenance equipment or willingness to learn.
- Ability to successfully complete required background screening and drug screening.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of lawn care and grounds maintenance practices.
- Ability to safely operate hand tools and power equipment.
- Ability to work independently with limited supervision.
- Strong work ethic and reliability.
- Ability to follow written and verbal instructions.
- Ability to interact professionally and courteously with the public.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those required to successfully perform the essential functions of this position:

- Frequent standing, walking, bending, lifting, and use of hands.
- Ability to lift and carry materials up to 50 pounds.
- Ability to work outdoors in varied weather conditions, including heat, wind, and rain.
- Ability to operate motorized equipment safely.

WORK ENVIRONMENT

Work is performed primarily outdoors at Renville County Mouse River Park. The position involves exposure to varying weather conditions, insects, uneven terrain, and loud equipment. The employee will frequently interact with Park visitors and may experience periods of increased workload during peak recreation season, holidays, and special events.

EMPLOYMENT CONDITIONS

- This position is subject to Renville County personnel policies and procedures.
- Employment is seasonal and does not guarantee continued employment beyond the designated season.
- Employment is contingent upon compliance with all county policies and applicable state and federal laws.
- This job description does not constitute a contract of employment.
- Renville County reserves the right to modify duties, responsibilities, and work schedules as operational needs require.
- This position description will be reviewed periodically and may be updated to reflect regulatory or operational changes.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, reviewed, and understand the job description for the position of Part-Time Seasonal Park Groundskeeper. I understand the essential functions of the position and agree to perform the duties assigned in accordance with county policy. I understand that this job description is not a contract of employment and that duties may be modified as necessary.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

County Representative Name (Printed): _____

County Representative Signature: _____ Date: _____