

Sumter County Office of Human Resources



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Sumter County
Administration Building
13 East Canal Street
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Sumter County is Presently Seeking a Grounds Maintenance Worker for the Recreation Department Starting Salary \$18,720

Examples of Work Performed: Under occasional supervision, performs a variety of grounds keeping, maintenance and repair work to beautify and maintain the recreational grounds and buildings of all Sumter County properties. Maintains ball fields, soccer fields and other outdoor recreational areas using heavy equipment such as a backhoe, bulldozer, tractor, industrial cutter, dump truck and trailer, etc. Drags and lines ball fields and soccer fields. Operates and maintains equipment such as a lawn mower, edger, weed eater, Frailmore, welder, hand and power tools, cutting torch, lawn and garden tools, post hole digger, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks. Mows lawns and manicures hedges. Assists with the construction of new parks, playgrounds and recreation centers. Performs grounds keeping and custodial duties as necessary in recreation department offices, facilities, parks and grounds. Maintains and repairs all recreation equipment. Performs custodial duties at all parks, including cleaning restrooms and removing garbage. Installs fencing. Performs masonry duties, including building forms and pouring concrete for the construction of buildings, shelters, dugouts, etc. May help coordinate the daily activities of co-workers. Completes and submits equipment maintenance records. Responsibilities include mowing grass, edging, trimming shrubbery, landscaping, raking, watering plants, etc., as well as various routine maintenance tasks such as moving heavy furniture and fixtures upon request. Supervises community service workers as assigned. Interacts and communicates with various groups and individuals such as immediate supervisor, Recreation Director, co-workers, inmate workers, other County department employees and the general public. Performs related duties as required. Reports to the Maintenance Supervisor.

Required Knowledge, Skills & Abilities: Has thorough knowledge of the methods, procedures and policies of the Recreation Department as they pertain to the performance of duties of the Grounds Maintenance Worker. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to offer assistance to co-workers and employees of other departments as required. Is skilled in ball field, soccer field and other recreational area maintenance techniques and procedures. Has general knowledge in the mechanical, electrical, plumbing and structural maintenance and repair of buildings. Is able to plan for the equipment and materials needed for specific assignments. Is able to perform duties in uncomfortable outdoor weather conditions. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has thorough knowledge of and skill in grounds maintenance procedures. Has the ability to use independent judgment as needed in performing routine tasks. Is able to read and interpret materials pertaining to the responsibilities of the job. Knows how to prepare records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, co-workers, and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make repairs and adjustments to equipment. Is able to use independent judgment in performing routine tasks and complete without the need of direct supervision. Must be able to exert twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to lift and/or carry weights of up to 150 pounds.

Minimum Requirements: Requires a vocational diploma in grounds management, maintenance, mechanical/electrical repair or related field supplemented by three to five years of maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina Driver's License and a satisfactory driving record.

Benefits: One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified applicants interested in applying should:

Visit our website at www.sumtercountysc.org for a pre-employment application

And

E-mail cover letter, résumé and application to tjeffeson@sumtecountysc.org

Or

Fax cover letter, résumé and application to (803) 774-2827

Opening Date: October 29, 2018

Closing Date: Open until Filled

**EEO/AA
DRUGS DON'T WORK**