



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(Internal / External)

Department: Lake County Fairgrounds (Maintenance)
889 S. Court St.
Crown Point, IN 46307

Position: Grounds Worker

Classification: (Part Time)

FLSA: (Non-Exempt)

Direct Reports: 0

Reports to: John Marshall-Superintendent

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. Must possess a valid motor vehicle license or State ID, with the ability to be insured. MUST BE ABLE TO PASS A BACKGROUND CHECK.

Purpose of Position/ Summary:

Responsible for the cultivation and care of the landscaping and grounds surrounding a business or building. Plants flowers, mows, pulling of weeds, repair of structures and maintains the outside of the buildings.

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.
- 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 buildup.
- Install rock, cement, lighting and furniture.
- Properly care for equipment and supplies.
- Notify supervisor of broken equipment or anything in need of repair.
- Rake, mulch and prune grounds as needed.
- Cut down tree limbs that are posing a danger.
- Cleaning and restocking of restroom facilities.
- Sweeping and washing of all building floors.
- Perform minor repairs and maintenance of equipment utilized by grounds keeping.

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, stand and reach overhead.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies are maintained and office spaces are safeguarded when being cleaned.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management and those that occupy areas that are to be maintained.

KNOWLEDGE/SKILLS:

Housekeeper will hold a High School Diploma (or its equivalent)

SPECIFIC SKILLS INCLUDE:

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

All Resumes and applications must be sent to the Lake County Human Resources Department

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

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