



236 Walnut Avenue  
Lakeside, OH 43440  
employment@lakesideohio.com  
www.lakesideohio.com  
www.facebook.com/lakesideohio  
www.instagram.com/lakesideohio  
blog.lakesideohio.com

## ***Grounds Laborer***

**JOB:** Hourly, Seasonal (Non-Exempt)

**DEPARTMENT:** Grounds

**REPORTS TO:** Grounds Supervisor and Vice President of Municipal Services

**SUMMARY:** The Grounds Laborer is a seasonal position within the Municipal Services Department who is responsible for maintaining all of the Lakeside Chautauqua grounds, parks and flowerbeds. This position oversees all phases of public garden maintenance and development, including planting, weeding, watering, mulching, pruning and interacting with Lakeside guests.

The Grounds Laborer must be available to work from mid-May to Labor Day and is expected to work days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Receive verbal and written orders from the Vice President of Municipal Services or a designated member of the Grounds Crew
- Cut lawn using hand, power or riding lawnmower; trim/edge walkways, flowerbeds and walls
- Plant flowers, grass, shrubs and bushes
- Sweep or use a leaf blower to clean walkways of debris
- Cut small tree limbs that are posing danger
- Trip shrubs and pull weeds
- Rake, mulch and prune the grounds as needed
- Water plants and grass as needed; apply fertilizer
- Collect leaves in the fall in front of Lakeside resident properties
- Follow all applicable safety rules and procedures
- Ensure the safety of guests, staff and equipment
- Clean, maintain and identify needed repairs of grounds vehicles
- Report work accomplished to supervisor

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school graduate or its equivalent with grounds related experience. Valid Ohio driver's license is required.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

**MATHMATICAL SKILLS:** The ability to apply basic math concepts.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to lift heavy equipment and materials up to 50 pounds. Must be able to move tables and chairs. Must be able to climb ladders and scaffolding, etc. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. Must ride in a vehicle, walk the grounds in many types of weather and be able to make quick judgements. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date