

**Job Notice  
Parks Department  
Head Grounds Equipment Operator**

**Town of Parma Parks & Recreation Department**  
**Starting Pay Range:** Full-Time Hourly Rate Based on Experience (Plus Benefits)

**Code No: 5-08-004**  
**Non-Competitive**

**Starting Date:** Fall 2021

**Qualifications:** Graduation from high school or possession of a high school equivalency diploma, PLUS: two (2) years of full-time experience or its part-time equivalent experience in grounds-keeping and landscaping, and repair of related motorized equipment.

**Job Description:** The position of Head Grounds Equipment Operator under the direct supervision of the Parks Foreman is a lead position involving responsibility for supervising and performing a variety of semi-skilled grounds maintenance tasks involving the upkeep of lawns, athletic fields, trees, shrubs, flowerbeds, sidewalks, driveways, and out-buildings. Employees in this class may operate grounds motorized equipment or light-weight trucks in tending lawns and in hauling materials and refuse. The work involves manual labor and is performed in both good and inclement weather conditions, such as extremes of heat, cold and humidity. Direct supervision is exercised over a crew of Laborers. Does related work as required and requested. Candidates should possess reliability; initiative; a good knowledge of grounds maintenance work including procedures, practices, and equipment; good knowledge of tools and equipment operations; ability to operate hand power and motorized grounds tools and equipment in a safe manner; ability to lead and perform preventative maintenance and repair work on motorized grounds equipment; ability to care for and store tools and equipment; ability to effectively deal with the public; ability to establish good working relationships with others; ability to supervise the work of a crew; ability to give oral directions; ability to push, hold and lift equipment, tools, supplies, debris; mechanical aptitude; endurance; physical condition commensurate with the demands of the position.

**TYPICAL WORK ACTIVITIES:** (Other related activities may be performed although not listed.)

- Mows lawns and trims and edges around walks, flowerbeds, walls, fences, hedges, trees and shrubs.
- Plants, prunes, waters and weeds grass, flowers, trees and shrubs.
- Rakes leaves, picks up brush and litter.
- Plows or shovels snow and spreads salt on walkways, steps, driveways, or crossings.
- Repairs and paints fences, gates, walks, and walls, out-buildings, tables, benches, and guardrails.
- Installs playground and athletic equipment.
- Builds athletic fields and marks fields.
- Cleans out gutters, drainage ditches, culverts and catch basins.
- Operates hand, power and motorized tools and equipment.
- Operates light trucks to deliver supplies and cart debris, loads and unloads truck.
- Performs minor preventative maintenance tasks on grounds equipment or vehicles.
- Responsible for operating and maintaining Park Department equipment and keeping inventory of equipment.
- Responsible for ordering equipment and/or services, receiving invoices/bills, and completing vouchers.
- Performs other tasks as requested by the Parks Foreman and Parks and Recreation Director.

**Requirements:** The successful candidate must meet the qualifications listed above.  
The candidate must be willing to attend/obtain any requested trainings/certifications.

**Work Hours:** Full Time, 40 hours per week, regular hours Monday-Friday, 7:00 a.m.-3:30 p.m. with flexible hours as requested.

**The Town of Parma is an Equal Opportunity Employer**

Please send a Monroe County Employment Application, cover letter and resume to:

Parma Town Clerk's Office  
1300 Hilton Parma Corners Road  
P.O. Box 728  
Hilton, NY 14468