

TOWN OF MILLVILLE
NOTICE TO HIRE MAINTENANCE/GROUNDSKEEPER

The Town of Millville is looking for a qualified individual for the full-time position of Maintenance/Groundskeeper. The purpose of this position is to perform a variety of complex maintenance work and landscaping work at the Town's municipal buildings and all municipal owned properties. Perform general grounds functions in the park/playground areas such as emptying trash containers and dog stations; cleaning of public restrooms and cleaning the community center and restrooms. Good knowledge of and skill in the methods and practices of carpentry, plumbing, lawn and grounds care, electrical work, painting, and other trade areas; ability to work with minimal supervision; ability to do manual labor.

The applicant must have a high school diploma or GED equivalent supplemented by two (2) years of experience that includes landscaping maintenance, general maintenance work, and equipment operation or any equivalent combination of education, training, and experience. Must be available to work flexible hours; weekend and night events.

The successful applicant must pass a background check and drug test. Salary will be commensurate with education and experience.

The deadline for consideration is May 20, 2022. To apply, qualified applicants should mail a confidential cover letter, application for employment which is found on our website, www.millville.delaware.gov, and resume to:

Town of Millville
Town Manager Debbie Botchie
36404 Club House RD
Millville, DE 19967

Or

By email to: dbotchie@mvtown.com

The Town of Millville is an Equal Opportunity Employer

**TOWN OF MILLVILLE
MAINTENANCE / GROUNDSKEEPER
POSITION DESCRIPTION**

Summary of Position

The purpose of this position is to perform a variety of complex maintenance work and landscaping work at the Town's municipal buildings and all municipal owned properties. Perform general grounds functions in the park/playground areas such as emptying trash containers and dog stations; cleans public restrooms; cleans community center and restrooms.

Responsibilities and Duties

The functions listed below are those that represent the majority of the time spent working in this position. The Town Manager or their designee may assign additional functions as necessary.

- Maintain and clean park restrooms (which includes replenishment of paper dispensers and other supplies as needed), every working day.
- Maintain and clean pavilion and Millville Community Center before and after each event.
- Maintain, and remove debris from park and playground areas, sidewalks, parking lot, and pickleball courts.
- Playground and exercise equipment checks according to check list. Maintain log.
- Empty trash containers and dog station bags.
- Clean playground equipment, keep rubber matting free of dirt, pickleball courts free of dirt.
- Inspect and repair playground equipment and exercise equipment, picnic tables, benches, and other park amenities.
- Ensure park open space are ready for athletic programs.
- Keep walking trail clear and in good condition.
- Repairs and cleans sidewalks and other outdoor surfaces.
- Removes ice and snow from sidewalks and parking lots.
- Performs carpentry tasks as required.
- Maintenance of grounds owned by the Town.
- Operates power lawn mowers and riding mowers and loads grass, leaves, and brush and cleans grounds.
- Seed, mow, fertilize, aerate, water, and weed properties.
- Plant and care for trees, shrubs, and flowers.
- Operate a 4-wheel drive vehicle.
- Assist in preparations for, and clean-up during and after, special events.
- Perform related work as required, and other duties as assigned.

Minimum Education and Experience Requirements

- Must have high school diploma or GED equivalent supplemented by two (2) years of experiences that includes landscaping maintenance, general maintenance work, and equipment operation or any equivalent combination of education, training, and experience.
- Valid Delaware Driver License.
- Required to work outdoors in cold and hot weather.
- Moderate to heavy physical activity; occasionally over 50 pounds.
- Must be available to work flexible hours; weekend and night events.

Additional Requirements

Good knowledge of and skill in the methods and practices of carpentry, plumbing, lawn and grounds care, electrical work, painting, and other trade areas; ability to work with minimal supervision; ability to do manual labor; regular and timely attendance; and performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with residents, community members, and co-workers.

Americans with Disabilities Act

This is moderate work requiring the exertion of up to fifty (50) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work requires: the constant ascent and descent of self within buildings; positioning self to move about workspace and places of inspection, handling of job responsibilities; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Required Training

Attend classes, meetings, training workshops, seminars and/or conferences as required to keep current with the duties and responsibilities of the position.

Position Description. Maintenance / Groundkeeper 3/17/2022

DB: Position Description.PMW
03/15/2021