

## EXHIBIT "A"

### *PARKS, GROUNDS & BUILDINGS EMPLOYEE JOB DESCRIPTION*

1. **MOW, TRIM & MAINTAIN ALL PARKS & GROUNDS PROPERTY.**
  - A. BE ABLE TO LOAD MOWERS ONTO TRAILERS.
  - B. BE ABLE TO LOAD PUSH MOWERS AND OTHER EQUIPMENT ONTO TRUCKS AND TRAILERS.
  - C. BE ABLE TO OPERATE ALL MOWERS, TRACTORS AND WEED EATERS FOR EXTENDED PERIODS OF TIME.
  - D. BE ABLE TO USE SHOVELS, RAKES, SLEDGEHAMMERS AND VARIOUS OTHER TOOLS TO PERFORM LANDSCAPING AND REPAIR WORK.
  - E. ABOVE DUTIES REQUIRE LIFTING SOME HEAVY ITEMS SUCH AS PUSH MOWERS, BAGS OF CONCRETE, FERTILIZERS, GRASS SEED, BUCKETS OF PAINT AND OTHER TOOLS AND MATERIALS NEEDED FOR REPAIRING AND MAINTAINING VILLAGE PROPERTY.
2. **MAINTAIN AND REPAIR ALL VILLAGE PARKING LOTS AND SIDEWALKS.**
  - A. BE ABLE TO OPERATE JACK HAMMERS, SLEDGEHAMMERS, BLACKTOP AND CONCRETE SAWS.
  - B. BE ABLE TO LIFT SOME HEAVY ITEMS FOR REPAIRING CONCRETE AND BLACKTOP AND THE REMOVAL OF DEBRIS INVOLVED WITH THIS WORK.
  - C. BE ABLE TO MIX AND POUR CONCRETE AND DO THE FINISHING WORK ON CONCRETE.
  - D. BE ABLE TO SHOVEL AND LAY BLACKTOP AND DO THE FINISHING WORK.
3. **MAINTAIN ICE CONTROL OF ALL VILLAGE SIDEWALKS AND PARKING LOTS.**
  - A. BE ABLE TO OPERATE SNOWPLOWS.
  - B. BE ABLE TO SHOVEL SNOW AND ICE FROM SIDEWALKS.
  - C. BE ABLE TO LIFT BAGS AND BUCKETS OF ICE MELT INTO TRUCKS FOR ICE MELTING PURPOSES.
4. **MAINTAIN ALL VILLAGE OWNED BUILDINGS.**
  - A. BE ABLE TO OPERATE FLOOR BURNISHERS AND BUFFERS.
  - B. BE ABLE TO PERFORM CLEANING OF ALL BUILDINGS.
  - C. BE ABLE TO PERFORM MINOR REPAIR WORK FOR BUILDING MAINTENANCE.
  - D. BE ABLE TO PERFORM REQUIRED PAINTING OF BUILDINGS.
  - E. BE ABLE TO WORK FROM LADDERS OR SCAFFOLDING TO COMPLETE THE ABOVE MENTIONED DUTIES.
5. MUST BE ABLE TO READ, WRITE AND COMMUNICATE EFFECTIVELY IN THE ENGLISH LANGUAGE.
6. WHILE PERFORMING THE DUTIES OF THIS JOB, THE EMPLOYEE IS FREQUENTLY REQUIRED TO DRIVE, LIFT, STRETCH, LOAD EQUIPMENT, SUPPLIES AND MATERIAL, SIT, TALK AND HEAR. THE EMPLOYEE IS REQUIRED TO STAND, WALK, USE HANDS, FINGERS AND ARMS TO HANDLE OR OPERATE OBJECTS, CONTROLS AND TOOLS. EMPLOYEE MUST REACH AND LIFT, CLIMB, BALANCE, STOOP, KNEEL, CROUCH AND BE ABLE TO SMELL.
7. THE EMPLOYEE WORKS NEAR MOVING MECHANICAL PARTS AND IN HIGH PRECARIOUS PLACES AND IS OCCASIONALLY EXPOSED TO WET AND/OR HUMID CONDITIONS, EXTREME COLD AND EXTREME HEAT BOTH INSIDE AND OUTSIDE.
8. THE NOISE LEVEL IN THE WORK ENVIRONMENT IS USUALLY MODERATE TO LOUD.
9. EMPLOYEES MUST BE ABLE TO PERFORM ALL ABOVE MENTIONED DUTIES AND ANY OTHER DUTIES DEEMED NECESSARY TO PERFORM BY THE DEPARTMENT HEAD, MAYOR AND COMMITTEE.
10. THE EMPLOYEE MUST OCCASIONALLY LIFT AND/OR MOVE MORE THAN 50 POUNDS.
11. THE JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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