



City of Cascade Locks - Position Description

Job Title: Seasonal Groundskeeper

Department: Public Works

FLSA: Non-Exempt

Union: Non-Union

Pay Grade: B

Position Summary

The Seasonal Groundskeeper supports the Public Works Department by maintaining the appearance, safety, and usability of municipal grounds and public spaces during the spring and summer season. This role performs routine grounds and landscape maintenance at public works facilities and across the community (e.g., parks and green spaces, landscape medians, municipal buildings, rights-of-way, and other assigned areas). Duties include mowing, trimming, planting, irrigation checks, and litter/debris removal, as well as support for community events and weather-related needs as assigned. Work is primarily outdoors and may require early mornings, evenings, weekends, and occasional overtime based on operational demands.

Supervision

This position reports directly to the Public Works Supervisor.

Essential Functions

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Perform routine turf and landscape maintenance at municipal sites, including mowing, edging, trimming, pruning, raking, mulching, and weeding.
- Maintain landscaped areas at public facilities (e.g., municipal buildings, public works yards, streetscapes/medians) and other assigned locations.
- Support seasonal planting and bed changeouts; water and maintain trees, shrubs, and flowers.
- Remove litter, leaves, branches, and debris from public areas; maintain a clean, safe, and welcoming environment for residents and visitors.
- Inspect assigned areas (including sidewalks, trails, and rights-of-way as assigned) for hazards; place cones/signage or barricades when appropriate and report issues needing follow-up.
- Operate and care for municipal grounds equipment (e.g., mowers, trimmers, blowers, hedge trimmers, sprayers) and hand tools; complete daily cleaning and basic preventive maintenance.
- Assist with irrigation checks (leaks, broken heads, timers, coverage) and communicate repair needs; perform minor adjustments when authorized.
- Assist with set-up and breakdown for community events and projects (e.g., moving tables/chairs, field/area preparation, placing temporary barriers).

- Follow all safety requirements, including PPE use, safe equipment operation, and traffic awareness/approved work-zone practices when working near roadways.
- Provide courteous customer service to the public; answer basic questions and refer requests/concerns through appropriate channels.
- Performs such other activities as may be required or directed by the Public Works Supervisor.

Experience and Qualifications

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- High school diploma/GED or equivalent work experience preferred.
- Some experience in landscaping, groundskeeping, parks maintenance, or outdoor maintenance preferred; willing to train the right candidate.
- Ability to safely operate common landscaping equipment (or ability to learn quickly) and follow written/oral instructions.
- Comfort working around the public and providing courteous customer service.
- Valid driver's license and acceptable driving record
- Commercial Driver's License (CDL) is **not** required.
- Ability to work reliably, maintain attendance, and work independently and as part of a crew.

Knowledge of:

Proper and safe use of a variety of Public Works equipment.

Skills and Abilities:

Use hand and power tools safely and effectively.

Understand and follow written and oral instructions.

Operate and use a variety of motorized equipment and vehicles used in the performance of duties.

Work safely and cooperatively with other employees.

Establish and maintain effective working relationships with customers, contractors, etc.

Physically perform the essential functions of the job.

Physical Demands of Position:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with qualified disabilities to perform the essential functions.

- Frequent standing, walking, bending, kneeling, crouching, and reaching; may require climbing or working on uneven terrain.
- Ability to lift, carry, push, or pull up to 50 lbs (with or without reasonable accommodation).

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily outdoors in varying weather conditions (heat, cold, rain, humidity, and wind).
- Exposure to noise, dust, pollen, fumes, and chemicals typical of grounds maintenance; PPE is provided/required as applicable.

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Schedule & Season

This is a seasonal spring/summer position running from May through September and possibly into October. Expected schedule is **Monday–Friday, 7:00 AM – 3:30 PM** with flexibility for weekends, evenings, holidays, and occasional overtime based on weather, events, and operational needs.

The City of Cascade Locks provides equal opportunity in employment, activities, and its programs. It is the policy of City that there will be no discrimination or harassment in any programs, activities, or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws. EOE Employer.

SIGNATURES:

This document has been reviewed, I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: April 2026

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