Grounds Operations Specialist I(Job Id 1581)

Location: US:KS:Overland Park **Category:** Parks & Recreation **Employment Type:** Employee

Post Date: 10/14/2026 **Salary:** Negotiable USD

Description

The City of Overland Park has a full-time **Grounds Operations Specialist I** position available in the Parks and Recreation Services Department.

SUMMARY:

The Arboretum Grounds Operation Specialist I plays a crucial role in the maintenance and management of the Arboretum's grounds and landscapes. This position focuses on ground maintenance and care, as well as tree, plant, turf, prairie and trail care. The Specialist I is responsible for ensuring that the Arboretum's outdoor areas are well-maintained, aesthetically pleasing, and conducive to education and the patron experience.

Assists with construction, maintenance, and repair of landscape, hardscape, and grounds. Assists with special events. Assists in emergency operations, including snow removal and storm clean up, as required.

The facility operates with a team operations approach. This often requires individuals to work with other staff or volunteers to accomplish tasks and goals. It is an expectation that those in this position are able to work alongside and lead small groups of staff and/or volunteers.

DUTIES AND RESPONSIBILITIES:

- Maintains, inspects, repairs, lubricates and cleans equipment and tools per manufacturer specifications listed in equipment manuals. Follows proper storage, maintenance and use techniques according to City policies and procedures.
- Performs facility opening and closing procedures for daily operations, may support opening and closing procedures for special events. Supports and maintains facility restrooms, stocking and general tidiness. May be required to work alongside other staff in the support of irrigation, water features, and horticultural duties.
- Operates various equipment including chipper, chainsaws, spider lift, loaders, stump grinder and one-ton pickup.
- Assists with the planting and maintenance of landscape beds including shrubs, perennials, annual flowers and trees. Works with hand tools, string trimmers, backpack blowers, chemical sprayers, water tanks and pole saw.
- Performs landscaping maintenance to include: mowing, mulching, weeding, watering, grading and fertilizing.
- Applies pesticides utilizing appropriate sprayer or spreader to ornamental areas. Sprays in accordance with proper safety procedures and weather conditions. Read and follow SDS information and product labeling.
- Assist with the setup and tear-down of special events on the Arboretum and Botanical Grounds facility.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
- The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

REQUIREMENT:

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education or additional equivalent experience.
- Must have a valid driver's license and maintain an insurable driving record. Must obtain a valid class
- A commercial driver's license with air brake and tanker endorsement within 6 months after employment.
- A pesticide applicators license categories General and 3A is preferred

EXPERIENCE:

- Six months to one-year experience in landscape or grounds maintenance, or one year general grounds labor and equipment operation experience, or an equivalent level of experience.

SKILLS:

- Good oral communications skills.

•Manual dexterity.
•Attention to details.
•Project management skills, including organization, coordination of duties, and/or accomplishment of goals
•Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
MENTAL REQUIREMENTS:

•Ability to work in a hectic environment with many interruptions.
•Ability to prioritize multiple tasks.
•Ability to read and comprehend basic landscape plans and/or technical manuals.
•Ability to analyze safety situations.
•Ability to carry out assignments through oral and written instructions.
•Ability to work independently.
•Ability to train and guide others.
•Ability to assess situations and recommend possible solutions.
•Alpha and numeric recognition.
PHYSICAL REQUIREMENTS:

•Ability to travel and tour City facilities and parks in adverse conditions.
•Ability to traverse rough terrain.
•Ability to operate power and hand tools.
•Ability to operate City vehicles.
•Ability to work in confined spaces.
•Hand and eye coordination adequate to input computer.
•Exposure to chemicals, fumes, dust, sprays, fogs, mists.
•Exposure to heights, vibrations, high voltage and loud noises.
•Ability to work in adverse and extreme weather and environmental conditions.
•Ability to make and receive phone calls.
•Ability to distinguish smells and colors.
SEE ESSENTIAL FUNCTIONS ATTACHED FOR ADDITIONAL PHYSICAL REQUIREMENTS.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

•Indirect - Temporary Laborers.
The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: Variable schedule - full time (mgr to provide more details)

Salary Range: Grade A $19.37 - $21.52

Application Deadline: Open until filled

Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

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