

The Town of Sunman  
P.O. Box 147  
604 N. Meridian St.  
Sunman, IN 47041



# Job Description

## Job Title: Property & Grounds Manager

**Department:** Grounds – Facilities – Streets – Stormwater – Utilities Support

**Reports To:** Certified Operator / Town Council / Compliance Liaison

**Supervises:** As assigned

**Status:** Full-Time, Non-Exempt

**On-Call Requirement:** As-needed for weather events, property emergencies, and utility backup support

### Position Summary

- Responsible for the maintenance, appearance, safety, and daily operations of all Town-owned properties, grounds, facilities, parks, rights-of-way, cemeteries, buildings, and outdoor infrastructure.
- Performs groundskeeping, landscaping, facility upkeep, stormwater system care, and general municipal property maintenance.
- Acts as **primary support and backup** to the Utility Manager during emergencies, high-workload periods, vacation coverage, or operational needs.
- Coordinates daily with the Utility Manager, Operations staff, Clerk-Treasurer, engineers, contractors, and Council regarding property needs and project planning.
- Ensures Town facilities, public areas, and grounds remain clean, functional, well-maintained, and welcoming to the community.

### Essential Duties & Responsibilities

#### 1. Administrative Duties

- Work with the Clerk-Treasurer on budgets, invoices, receipts, and financial tracking for grounds and facility projects.
- Provide recommendations on hiring, performance reviews, training needs, and disciplinary actions for grounds staff.
- Maintain preventative maintenance schedules for mowers, vehicles, small engines, equipment, and municipal buildings.

- Collaborate with the Utility Manager, engineers, contractors, and vendors for infrastructure projects, repairs, and capital improvements.
- Assist with grant writing, funding requests, and capital project planning for parks, facilities, and beautification.
- Enforce ordinances, resolutions, park rules, cemetery regulations, and Town policies as directed by the Town Council.
- Maintain professional communication with residents, media, businesses, and government agencies.

## **2. Town Property, Grounds & Facility Maintenance**

- Mow and weed-whack all Town-owned properties, parks, athletic fields, rights-of-way, and building grounds.
- Trim trees and shrubs, remove dead limbs, manage vegetation, and maintain landscape beds.
- Sweep sidewalks, remove litter, and maintain clean/accessible public areas.
- Perform facility upkeep including small repairs, door/roof inspection, lighting replacement, painting, and general building maintenance.
- Conduct routine inspections of playgrounds, park structures, benches, shelters, and fencing.
- Maintain cemeteries including mowing, trimming, headstone cleaning, weed control, and road/drive maintenance.
- Prepare facilities and grounds for community events, rentals, holidays, and Town functions.

## **3. Stormwater System Maintenance**

- Clear leaves, sediment, and debris from streets, gutters, inlets, catch basins, and storm drains.
- Clean and maintain culverts, swales, retention/detention areas, and outfalls.
- Perform vegetation control around stormwater structures.
- Inspect stormwater infrastructure for blockages, erosion, damage, or required repairs.
- Assist with drainage improvements, ditch shaping, erosion control, and small stormwater projects.

## **4. Seasonal Maintenance (Leaf, Snow, Weather Events)**

- Leaf Removal: Streets, sidewalks, parks, buildings, gutters, and storm drains during fall season.
- Snow & Ice Control: Salt roads and sidewalks, plow public areas, clear walkways and building entrances.
- Weather Response: Remove tree limbs, debris, and hazards following storms or high-wind events.

## **5. Facility Cleaning & Housekeeping**

- Maintain cleanliness of Town buildings including sweeping, mopping, dusting, restroom cleaning, and trash removal.
- Weekly: Clean entryways, interior windows, vents, lights, and community-use spaces.
- Monthly: Deep-clean walls, storage areas, shop spaces, break rooms, and equipment rooms.
- Maintain organized and safe storage of tools, equipment, paints, chemicals, and supplies.

## **6. Utility Manager Backup & Operational Support**

- Assist Utility Manager with daily tasks as assigned, including meter reads, maintenance, and emergency response.
- Provide support during high-flow or emergency situations such as spills, storm events, and bypass prevention.
- Respond to utility or property alarms, after-hours events, or urgent needs when scheduled as backup.
- Assist with minor water/wastewater facility housekeeping, groundskeeping, and infrastructure repairs.

## **7. Painting, Repairs & Infrastructure Upkeep**

- Quarterly: Inspect railings, platforms, buildings, playgrounds, shelters, stairways, and paint deteriorating areas.
- Annually: Repaint buildings, structures, safety railings, curbs, hydrants, shelters, and public-use facilities.
- Patch concrete or asphalt in small areas, repair fencing, replace boards or benches, and perform minor carpentry.

## **8. Safety, Logs & Recordkeeping**

- Maintain logs for mowing, inspections, maintenance, cemetery care, and painting.
- Report any hazards, unsafe conditions, or equipment failures immediately.
- Follow all safety procedures, SDS requirements, and PPE policies.
- Ensure all chemicals, fuels, and paints are stored safely and per regulations.

## **Education & Experience Requirements**

- High school diploma or GED required; additional training in groundskeeping, landscaping, or facilities management preferred.
- Valid Indiana Driver's License required.

- Experience in municipal groundskeeping, building maintenance, landscaping, or public works preferred.
- Ability to operate mowers, small engines, snowplows, chainsaws, trimmers, and basic maintenance tools.
- Ability to lift 40–50 lbs., work outdoors in all weather, and perform physically demanding tasks.
- Proficiency in Microsoft Office for documentation, scheduling, and reporting.
- Strong communication, organization, time management, and conflict resolution skills.
- Ability to manage multiple tasks, respond quickly to changing conditions, and make sound decisions.
- Demonstrated professionalism, ethics, and reliability.

## **Benefits**

- Health, Dental, and Vision Insurance: Coverage begins 30 days from start; town pays 100% employee premiums, 80% family premiums.
- Retirement Fund: 6% Roth IRA contribution after 90-day probation.
- Paid Time Off (PTO) & Vacation: Up to 5 PTO days and 10 vacation days upon hire (Council discretion).
- Cellphone Allowance: \$40/month after 90-day probation.
- Holidays: Paid holidays including New Year's, MLK Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, and Voting Days.
- \$10,000 Accidental Life & Dismemberment / IPEP-Like Policy.
- Take-Home Vehicle: Possible assignment within a 10-mile radius by Council.
- Work Schedule & Flex Time: Rotating three-day weekends, alternate schedule options, flex time following emergency events.
- Clothing Allowance: Up to \$400/year for work-related clothing (Council-determined).
- Training & Professional Development: Tuition reimbursement, CEUs, one-day/online training, exam review, license renewal support, utility management certification.

