



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** May 08, 2012

From: Nikki Salas, Director **Item No:** 7
Human Resources and Risk Management

Subject: RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE EMPLOYEE CLASSIFICATION PLAN

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

Approve the Resolution of the Town Council of the Town of Apple Valley amending the Employee Classification Plan.

SUMMARY:

The Town of Apple Valley Human Resources Department recommends amendment of the Employee Classification Plan by adding the proposed Grounds Services Worker job classification series at proposed wage rates for the Parks Maintenance Division:

Proposed Classification	Proposed Grade	Proposed Range	Number of Positions
Grounds Services Aide	16	\$10.47 – \$14.79	1
Grounds Services Worker I	25	\$13.07 – \$18.47	5
Grounds Services Worker II	29	\$14.43 – \$20.39	3
Grounds Services Worker III	33	\$15.92 – \$22.50	1
Grounds Services Supervisor	48	\$23.06 – \$32.59	1

BACKGROUND:

As part of the FY 2011/12 Budget discussions and adopted Budget, the possibility of contracting out Park's landscape maintenance services was one of the budget balancing options. The Town Council directed staff to develop and issue a Request for Proposals (RFP) for performance of Park's landscape maintenance services. After evaluating submittals and determining actual proposed contracted maintenance expenses and the addition of four (4) current Parks Maintenance employees retiring, the Town saw the opportunity to save \$513,774 annually in its Parks budget.

Management developed an alternative to contacting out Parks Maintenance services for the Town Council to consider. After conducting a market survey of other public agencies, Town staff developed new classifications and salary ranges based on the

needs of the Parks Maintenance Division, market conditions, and comparable job classifications in other public jurisdictions. Management met with the Parks Maintenance staff to discuss the creation of new job classifications and salary ranges. The majority of Parks Maintenance staff supports the creation of the new job classifications and new salary ranges.

FISCAL IMPACT:

The creation of the new job classifications and the reallocation of existing Park Maintenance staff into the new classification effective June 1, 2012 will result in \$14,710 savings for the remainder of FY 11/12. The ongoing savings in the Parks Maintenance Division for FY 12/13 is \$485,756. The Finance Department has reviewed and concurs with the fiscal impact of this item.

RESOLUTION NO. 2012-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established an Employee Classification Plan including all employees of the Town of Apple Valley; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the existing Employee Classification Plan to allow for the creation the Grounds Services Worker series;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All new position descriptions contained in the Employee Classification Plan are hereby adopted in accordance with Exhibit A.
2. The Employee Classification Plan is modified as follows:

Position	Proposed Range
Grounds Services Aide	16
Grounds Services Worker I	25
Grounds Services Worker II	29
Grounds Services Worker III	33
Grounds Services Supervisor	48

3. This Resolution shall become effective on June 1, 2012.
4. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

APPROVED and **ADOPTED** THIS 8th DAY OF MAY 2012 by the Town Council of the Town of Apple Valley.

BARB STANTON, MAYOR

ATTEST:

LA VONDA PEARSON, TOWN CLERK



EXHIBIT A

May 2012
FLSA: NON-EXEMPT

GROUNDS SERVICES AIDE

DEFINITION

Positions in this series perform a variety of entry level and unskilled tasks in the maintenance of lawns, grounds and cultivated areas; responsible for cleaning, opening and closing of facilities in the Parks system.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from employees in a higher level Grounds Services class. No supervision of staff exercised but will at times direct volunteers and court appointed workers.

CLASS CHARACTERISTICS

This is the entry level in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform routine activities such as gathering equipment and supplies, opening and closing facilities, general labor and cleaning sites and equipment.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Opens and closes Town Facilities; monitors facilities for safety and compliance; performs set-ups for private and public functions.
- Uses light vehicles, equipment and power and hand tools to perform minor landscaping of turf, shrubs and planter areas.
- Assists the preparation of cultivated areas.
- Performs cleaning and light maintenance on equipment.
- Cleans walks, parking lots, and other areas of litter and weeds.
- Provides janitorial services to and minor repairs of Town facilities.
- Digs trenches and performs routine maintenance on irrigation systems.
- Operates Town vehicles in a safe and efficient manner.
- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Checks parks and facilities for graffiti and vandalism and makes applicable reports and repairs when applicable.
- Provides event support including assisting with traffic control, cleaning and set-up.
- Performs other duties as assigned.

QUALIFICATIONS

- Basic grounds maintenance principles, practices and tools.
- Safe working practices and procedures

- Safe driving practices and rules.
- English usage and vocabulary.

ABILITY TO

- Use techniques to provide a high level of customer service.
- Perform basic grounds maintenance duties related to Town Facilities.
- Maintain accurate logs, records, written reports.
- Operate small to medium equipment, Town vehicles, hand and power tools.
- Use English effectively to communicate in person and understand and follow oral or written instructions.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to attain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and six (6) months of related work experience.

LICENSE(S)

Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



May 2012
FLSA: NON-EXEMPT

GROUNDS SERVICES WORKER I

DEFINITION

Positions in this series perform a variety of tasks in the maintenance of lawns, grounds and cultivated areas; responsible for cleaning, repairing, maintaining and opening and closing of facilities in the Parks system.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from employees in a higher level Grounds Services class; Grounds Services worker II, III or Grounds Supervisor. No supervision of staff exercised but will at times direct volunteers and assigned court appointed workers.

CLASS CHARACTERISTICS

This is the entry level in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform routine activities such as gathering equipment and supplies, opening and closing facilities, general labor and cleaning sites and equipment. As Town procedures and the scope of duties are better understood and experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Grounds Service II position in that the latter is a more experienced class, requires a higher level of knowledge, skill, experience and may exercise technical and functional direction over and provide training to lower-level staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Opens and closes Town Facilities; monitors facilities for safety and compliance; performs set-ups for private and public functions.
- Uses vehicles, light, medium and heavy equipment and power and hand tools to perform a variety of technical landscape construction and landscaping maintenance of turf, shrubs, trees and planter areas.
- Constructs, inspects, maintains and repairs parks, playgrounds, athletic fields and other related Town facilities.
- Performs pesticide applications as required.
- Performs cleaning and light maintenance on equipment.
- Maintains parks and landscapes in a clean and safe condition, including cleaning walks, parking lots, facilities and other areas of litter and weeds.
- Provides janitorial services to and minor repairs of Town facilities.
- Digs trenches and performs routine maintenance on irrigation systems.
- Operates Town vehicles in a safe and efficient manner.
- Provides event support including assisting with traffic control, cleaning and set-ups
- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic grounds maintenance principles, practices and tools.
- The maintenance and operation of a variety of park's equipment and tools.
- Safe working practices and procedures
- Safe driving practices and rules.
- English usage and vocabulary.

ABILITY TO

- Use techniques to provide a high level of customer service.
- Perform basic grounds maintenance and construction duties related to Town Facilities.
- Maintain accurate logs, records, written reports; follow applicable department policies and procedures.
- Safely operate equipment, Town vehicles, hand and power tools.
- Read and interpret construction documents; make accurate arithmetic calculations
- Use English effectively to communicate in person and understand and follow oral or written instructions.
- Organize own work, set priorities and meet established deadlines.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to attain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of related work experience.

LICENSE(S)

Valid California class C driver's license with satisfactory driving record. Certain positions may be required to obtain a valid California class B driver's license within a specified timeframe established by the Town. Certain positions may be required to obtain a California Pesticide Qualified Applicator's Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



May 2012
FLSA: NON-EXEMPT

GROUNDS SERVICES WORKER II

DEFINITION

Positions in this series perform a full range of work in the maintenance of lawns, grounds and cultivated areas; responsible for cleaning, repairing, maintaining and opening and closing of facilities in the Parks system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Ground Services Worker III or Grounds Services Supervisor positions. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a journey-level class in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform a full range of duties and activities to ensure the facilities assigned are maintained in a safe and effective working condition. This class is distinguished from the Grounds Services III position in that the latter is responsible for technical and functional direction over lower-level grounds services staff and is capable of performing all of the most complex duties in the Division.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Opens and closes Town Facilities; monitors facilities for safety and compliance; performs set-ups for private and public functions.
- Uses vehicles and power and hand tools to perform a variety of landscape construction and maintenance duties, including planting, transplanting, cultivating and repairing of turf, shrubs and planter areas.
- Operates specialized vehicles and heavy equipment related to construction and maintenance of grounds in the Parks system.
- Prepares and maintains cultivated areas through fertilization and other cultivating activities.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes and related areas.
- Performs cleaning and light maintenance on equipment.
- Cleans walks, parking lots, and other areas of litter and weeds.
- Provides janitorial services to and repairs Town facilities.
- Observes for safety concerns and makes emergency and ongoing repairs of facilities including buildings, playground equipment, and parks amenities.
- Performs maintenance of and installation of irrigation systems including installing irrigation pipes, sprinklers valves and backflows; tests system and makes repairs; may program and maintain irrigation control systems and ensure they are functioning properly; adjust water flows and make other modifications as necessary.
- Operates Town vehicles in a safe and efficient manner.

- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Checks parks and facilities for graffiti and vandalism and makes applicable reports and repairs when applicable.
- Orders supplies and materials when assigned.
- Provides event support including assisting with traffic control, cleaning and set-ups as assigned.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining parks, grounds and facilities.
- Safe working practices and procedures.
- Shop arithmetic.
- The knowledge of safe operations and minor maintenance techniques of a variety of light, medium and heavy construction and related equipment, Town vehicles, hand and power tools and power equipment.
- Safe driving practices and rules.
- English usage and vocabulary.

ABILITY TO

- Use techniques to provide a high level of customer service.
- Perform basic construction, modification, grounds maintenance and repairs of parks equipment, landscaped areas and athletic fields grounds such as those found in the Town.
- Maintain accurate logs, records, written reports.
- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with regulations.
- Troubleshoot maintenance problems and determine materials and supplies needed for repair.
- Read and interpret construction drawings, specifications and equipment instructions and manuals.
- Follow department policies and procedures related to assigned duties
- Operate equipment, Town vehicles, hand and power tools.
- Use English effectively to communicate in person and understand and follow oral or written instructions.
- Organize own work, set priorities and meet critical deadlines.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to attain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) year of experience in construction, maintenance, or repair of parks and landscapes, buildings and facilities or general construction or two years of experience equivalent to the Ground Services Worker I position with the Town of Apple Valley.

LICENSE(S)

Valid California class C driver's license with satisfactory driving record. Certain positions may be required to obtain a valid California class B driver's license within a timeframe specified by the Town. Certain positions may be required to obtain a California Pesticide Qualified Applicators Certificate.

PHYSICAL DEMANDS

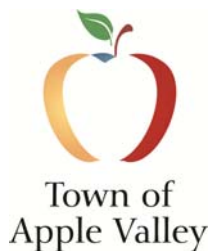
Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Participates in after-hours emergency response and on-call and callback assignments.



May 2012
FLSA: NON-EXEMPT

GROUND SERVICES WORKER III

DEFINITION

Positions in this series provide lead direction to assigned Grounds Services personnel; performs a full range of routine to complex maintenance and repair work of lawns, grounds and cultivated areas; responsible for setting priorities and directing the work of assigned staff on projects or a day to day basis to ensure the completion of cleaning, repairing, maintaining and opening and closing of facilities in the Parks system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Grounds Services Supervisor. Exercise technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is an advanced journey-level class in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform the most complex duties and activities to ensure the facilities assigned are maintained in a safe and effective working condition. This class is distinguished from the Grounds Services Supervisor in that the latter is the full supervisory-level class responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in the grounds services operations.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Could perform all of the routine duties applicable to the Grounds Services division; opens and closes Town Facilities; monitors facilities for safety and compliance; performs set-ups for private and public functions; mowing, edging and performing all duties to maintain parks and facilities in Town's system.
- Uses vehicles and power and hand tools to perform a variety of landscape construction and maintenance duties, including planting, transplanting, cultivating and repairing of turf, shrubs and planter areas.
- Operates specialized vehicles and heavy equipment related to construction and maintenance of grounds in the Parks system.
- Trains employees in work methods, use of equipment and all safety procedures and precautions.
- Provides technical and functional direction to assigned grounds services staff; reviews and controls quality of work; assists in completing employee evaluations and recommending discipline.
- Plans, schedules, prioritizes and assigns maintenance, repair and project work in coordination with the Grounds Services Supervisor.
- Requests quotes, aids in the preparation of bid packages and orders supplies for work projects.
- Performs the most complex maintenance, repairs and installation work in the Town's system.
- Performs all of the duties of the Grounds Services I and II positions.
- Performs minor adjustments on tools and equipment and ensures that the tools and equipment is performing in proper working order.

- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Responds to after-hours emergencies.
- Acts as supervisor as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Maintenance principles, practices, tools and materials for maintaining parks, grounds and facilities.
- Safe working practices and procedures.
- Shop arithmetic and basic computer software related to work.
- The knowledge of safe operations and minor maintenance techniques of a variety of light, medium and heavy construction and related equipment, Town vehicles, hand and power tools and power equipment.
- Safe driving practices and rules.
- English grammar, punctuation, spelling, usage and vocabulary.

ABILITY TO

- Use techniques to provide a high level of customer service.
- Plan, schedule, assign, provide training and oversee the complete activities of the grounds services personnel.
- Inspect the work of others and maintain established quality control standards.
- Perform basic construction, modification, grounds maintenance and repairs of parks equipment, landscaped areas and athletic fields grounds such as those found in the Town.
- Maintain accurate logs, records, written reports.
- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with regulations.
- Troubleshoot maintenance problems and determine materials and supplies needed for repair.
- Read and interpret construction drawings, specifications and equipment instructions and manuals.
- Follow department policies and procedures related to assigned duties
- Operate equipment, Town vehicles, hand and power tools.
- Use English effectively to communicate in person and understand and follow oral or written instructions.
- Organize own work, set priorities and meet critical deadlines.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to attain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in construction, maintenance, or repair of parks and landscapes, buildings and facilities or general construction or two (2) years of experience equivalent to the Ground Services Worker II position with the Town of Apple Valley.

LICENSE(S)

Valid California class C driver's license with satisfactory driving record. Certain positions may be required to obtain a valid California class B driver's license within a timeframe specified by the Town. Certain positions may be required to obtain a California Pesticide Qualified Applicators Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Participates in after-hours emergency response and on-call and callback assignments.



May 2012
FLSA: NON-EXEMPT

GROUNDS SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns and reviews the work staff within the Grounds Services Division. Positions in this series coordinate, monitor and provide technical input for assigned ground services staff for grounds maintenance, projects, repairs and construction projects; provides technical assistance to the Parks and Recreation Manager; performs technical tasks to maintain and improve the Town's parks system; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Manager. Exercises direct supervision over assigned Grounds Services personnel. Coordinates and monitors the work of outside contractors, vendors and consultants as assigned.

CLASS CHARACTERISTICS

This is a full supervisor-level class in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform the most complex duties and activities to ensure the facilities assigned are maintained in a safe and effective manner. Responsibilities include planning, organizing, supervising, reviewing and evaluating the work of Grounds Services staff. This class is distinguished from the Parks and Recreation Manager in that the latter has overall responsibility for all functions of the Parks and Recreation Department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Directs and supervises through subordinate staff, the landscaping and maintenance of the Town's park system.
- Provides technical advice and training to all assigned division staff in work and safety procedures and in the operation and use of equipment and supplies.
- Evaluates performance, completes applicable review as necessary, counsels employees and effectively recommends initial disciplinary action; assists in the selection and promotion within the division.
- Performs park and playground inspections.
- Assists in the preparation and continually monitors the division's budget.
- Monitors operations and activities of the grounds services division and identifies equipment, staffing and supply needs and effectively recommends improvements and modifications.
- Obtains information from vendors and evaluates equipment, products or services; prepares and reviews bids and in consultation with the Parks and Recreation Manager makes awards.
- Attends trade shows, seminars, demonstrations etc., to stay current on products and procedures of the industry.
- Acts as a representative of the Town in giving information and assistance to others; answers questions, investigates and responds to complaints.
- Prepares necessary reports and correspondence for internal and external requirements.
- Could perform all of the most complex duties applicable to the grounds services division.

- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision and training.
- Maintenance principles, practices, tools and materials for maintaining parks, grounds and facilities.
- Safety principles and practices applicable to the performance of the grounds services function.
- Applicable Federal, State and local laws, ordinances, regulations and guidelines relevant to assigned duties.
- Principles of contract administration for grounds maintenance.
- The knowledge of safe operations and maintenance techniques of a variety of light, medium and heavy construction and related equipment, Town vehicles, hand and power tools and power equipment.
- Basic principles and practices of budgeting and capital improvement program development.
- English grammar, punctuation, spelling, usage and vocabulary; modern office practices and knowledge of office computer applications.

ABILITY TO

- Plan, schedule, assign, provide training and oversee the complete activities of the grounds services personnel.
- Use techniques to provide individually and through subordinate staff a high level of customer service.
- Inspect the work of others and maintain established quality control standards.
- Ensure that subordinate staff follow all applicable safety procedures and recommend changes and improvements to said procedures.
- Perform basic construction, modification, grounds maintenance and repairs of parks equipment, landscaped areas and athletic fields grounds such as those found in the Town.
- Assist in developing and implementing goals, objectives, policies, practices, procedures and work standards.
- Understand, interpret and effectively communicate both orally and in writing, pertinent department policies and procedures.
- Maintain accurate logs, records, written reports; prepare clear and concise reports and written materials.
- Troubleshoot maintenance problems and determine materials and supplies needed for repair.
- Read, prepare and interpret construction drawings, specifications and equipment instructions and manuals; develop cost estimates and material needs.
- Analyze, evaluate, research and recommend new service delivery methods, procedures and techniques.
- Perform all routine and complex duties of grounds services division.
- Use English effectively to communicate in person, over the telephone and in writing and understand and follow oral or written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work for the grounds services division.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to attain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in parks and facilities maintenance and repair or related field and five (5) years of experience of increasingly responsible experience in construction, maintenance, or repair of parks and landscapes, buildings and facilities or general construction, including two (2) years of lead or supervisory experience.

LICENSE(S)

Valid California class C driver's license with satisfactory driving record. May be required to obtain the following within a timeframe specified by the Town:

- 1) A valid California class B driver's licenses;
- 2) A California Pesticide Qualified Applicators License;
- 3) Certified Playground Safety Inspection (CPSI) certification

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Participates in after-hours emergency response and on-call and callback assignments.