



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

- 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 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 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 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.