



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) required:

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.