



Grounds Services Aide

SUMMARY

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.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **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.

DISTINGUISHING CHARACTERISTICS

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

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

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

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- 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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

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.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*