



## Senior Grounds Services Worker

### SUMMARY

Under general supervision, Senior Grounds Services Worker provides lead direction to assigned Grounds Services personnel and performs a full range of routine to complex maintenance and repair work of lawns, grounds, and cultivated areas.

### SUPERVISION RECEIVED AND EXERCISED

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

**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. Essential duties and responsibilities may include, but are not limited to, the following:*

- Inspects and monitors facilities for safety and compliance; evaluates maintenance needs and performs immediate repairs or delegates as appropriate.
- Operates a variety of tools and equipment to complete landscaping, construction, and maintenance activities; maintains and repairs all facility irrigation systems.
- Sets priorities and directs the work of assigned staff to ensure the completion of cleaning, repairing, maintaining, and opening and closing of facilities in the Parks system; trains and monitors staff in proper work methods, use of equipment and tools, and safety; implements disciplinary action as appropriate.
- Orders supplies; obtains quotes and assists in the preparation of bid packages.
- Participates in the general maintenance and repair of tools, equipment, and vehicles; coordinates with outside service vendors as needed.
- Performs related duties as required or assigned.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Grounds Services Worker series. The incumbent plans detailed methods to attain desired objectives working within established policy. Methods require use of initiatives and resourcefulness in developing processes and procedures. Works under indirect supervision, conferring with supervisor on unusual matters.

### 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:*

High school diploma or GED equivalent AND four (4) years of experience in the construction, maintenance, and repair of landscapes, parks, and related facilities; OR an equivalent combination of education, training, and experience.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Must possess a valid California Class B Commercial driver's license or obtain license within one (1) year of hire.

### **Knowledge of:**

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Tools, materials, methods, and equipment used in grounds and facilities maintenance, repair, and construction.
- Supervisory principles and practices.
- Work safety policies, procedures, and practices.

### **Ability to:**

- Troubleshoot and repair irrigation systems.
- Operate a variety of tools and equipment.
- Interact tactfully and professionally with Town staff, outside agencies, and the public.
- Maintain accurate logs and documentation.
- Read and interpret blueprints.
- Prioritize and delegate tasks.
- Establish and maintain effective working relationships.
- Communicate clearly both verbally and in writing.

### **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 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.

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

*\*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.*