



CLASS SPECIFICATION FOR:

Groundskeeper

General Statement of Duties:

Provides seasonal care and maintenance for open spaces, park land and other non-sports field properties under the purview of the Division of Recreation; properly cleans and maintains equipment; may provide full-service field management, setup, marking, and repairs for all types of sports fields provided for play/events Countywide; maintains accurate records; does related work as required.

Distinguishing Features of Class:

An employee in this job classification is responsible for safely operating a wide variety of mowing and grounds maintenance equipment, including but not limited to, walk-behind mowers, push mowers, riding mowers, weed eaters, utility vehicles, trailers, a variety of blowers, garden and landscaping hand tools, gas powered tools, trimmers, edgers, hand blowers, backpack blowers, walk-behind blower, snow blowers, tractor and/or trailer mounted blowers chainsaws, tractor or trailer mounted blowers, rakes, shovels, pitch forks, grubbing hoes, loppers, pruners, etc.; cleaning and maintaining equipment to ensure safe its working order; and keeping accurate records. Requires a basic knowledge of sports fields marking, care and maintenance and of irrigation systems. Work is performed at various assigned locations Countywide with minimal supervision. Employee is responsible for the safe operation of all County equipment and may be required to drive a County vehicle.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Performs basic grounds care duties with minimal supervision: mow, trim, weed eat, prune, trim, edge, plant, mulch, remove debris, snow/ice removal;
- Removes leaves, trash and other debris from parks and other sites;
- Routinely operates all types of basic equipment necessary to perform basic duties: walk-behind mowers, push mowers, riding mowers, weed eaters, utility vehicles, trailers, etc.;
- Routinely uses a variety of blowers, garden and landscaping hand tools, gas powered tools, trimmers, edgers, hand blowers, backpack blowers, walk-behind blower, snow blowers, tractor and/or trailer mounted blowers, chainsaws, tractor or trailer mounted blowers, rakes, shovels, pitch forks, grubbing hoes, loppers, pruners, etc.;
- Responsible for operating bush hogs, zero turn mowers, front deck mowers and/or other and tractors with mowing implements, etc.;
- May be assigned to clean, oil/grease, check and maintain fluids, and may perform routine maintenance and repairs for hand held and small gas-powered equipment (e.g. belts, hoses, blades);
- Keeps truck stocked with necessary equipment and supplies to ensure efficiency at job site;
- Routinely performs heavy lifting, loading, unloading, pushing, pulling, carrying, and otherwise moving up to 50 pounds or more as needed;
- Has a basic working knowledge of a variety of sports fields' dimensions, and is able to assist with properly laying out and marking these fields as needed;
- May assist with park duties including open/close park on schedule, empty trash cans if visibly needed, clean rest rooms, report problems and safety issues to supervisor;
- Relays work performed, any identified maintenance or repairs, and other concerns to supervisor in a timely manner;
- Keeps accurate records for work orders, jobs, maintenance, repairs, mandatory testing, etc. and provides to supervisor in a timely manner as required;
- Completes work assignments accurately, timely and cost effectively with minimal oversight from supervisor, with unusual situations referred to supervisor;
- Participates in all scheduled meetings and trainings;
- Assists with inclement weather cleanups;
- Reports incidents at assigned sites to supervisor;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Good working knowledge of a wide variety of equipment used in grounds and sports field care and management, including mowing, landscaping and gardening equipment, as well as hand and power tools; basic knowledge of the care and marking of sports fields; ability to work from plans and specifications and to follow rough sketches and oral instructions; good knowledge of safety rules/regulations and accident-prevention practices; skilled in the safe operation and preventive maintenance of assigned equipment



CLASS SPECIFICATION FOR:

Groundskeeper

under all types of weather conditions; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely; ability to establish and maintain a good working relationship with County employees and the public; basic computer skills with ability to use computer; requires the ability to read, interpret and adhere to complex instructions; requires the ability to create and maintain records as requested; physical condition that permits heavy (up to 50 pounds or more as needed) lifting, loading, unloading, pushing, pulling, reaching, digging, walking/working on wide variety of outdoor terrains and working under adverse temperature and/or weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with the public and County employees; ability to work independently and with a team to complete assigned tasks safely and on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned vehicles and equipment. May require the ability to work a flexible schedule.

Minimum Education and Experience:

Education: Graduation from high school/GED;

Experience: Prefer some relevant work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license.