



CLASS SPECIFICATION FOR:
Groundskeeper III

General Statement of Duties:

Serves as a working crew leader; provides year-round full service care and maintenance for all types of sports fields, fine turf areas, greens and other areas as assigned under the purview of the Division of Recreation and Parks; properly cleans and maintains equipment; year round full-service field and greens management, setup, marking, and repairs for all types of sports fields or greens provided for play/events Countywide; maintains accurate records; assists with special projects as assigned; does related work as required.

Distinguishing Features of Class:

A position in the Groundskeeper series may follow one of two career tracks. Employee serves as a working crew leader for assigned staff; assists with training, coaching and providing feedback; assists with day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; assists with documenting incidents; provides feedback to supervisor for performance issues and appraisals. Duties include safely operating a wide variety of landscaping and other mowing and grounds or greens care and maintenance; maintenance of equipment; setting-up and maintaining irrigation systems; and performing on-call duties. Additional duties may include inspecting fence lines and trails; performing all types of infield skin repairs; marking and laying all types of sports field for sporting events held on County-owned properties. Proficiently performs all duties assigned to the Groundskeeper I and II levels. Employee appropriately handles concerns elevated by disgruntled customers/citizens. Work is performed independently and as part of a team at various assigned locations Countywide or at the golf course with minimal supervision. Employee is also responsible for the safe operation of County equipment and vehicles.

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

- Serves as a working crew leader assisting with training, coaching and providing feedback; assists with day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; assists with documenting incidents; provides feedback to supervisor for performance issues and appraisals;
- Coordinates staff assignments and activities to ensure efficient completion of work assignments and site's condition and readiness for use;
- May proficiently perform all types of grounds care and maintenance duties safely with minimal supervision: mow, trim, weed eat, prune, edge, plant, mulch, remove debris, snow/ice removal using a wide variety of equipment including but not limited to walk-behind mowers, push mowers, riding mowers, weed eaters, utility vehicles, trailers, garden and landscaping hand tools, gas powered tools, trimmers, edgers, hand blowers, backpack blowers, walk-behind blowers, snow blowers, tractor and/or trailer mounted blowers;
- May proficiently perform all types of greens care and maintenance duties safely with minimal supervision: mow, trim, weed eat, prune, edge, plant, mulch, remove debris, snow/ice removal using a wide variety of equipment including but not limited to walking greens mower, riding greens mower, tee mower, fairway mower, rough mower, front deck mower, sand pro, utility vehicles, and tractors;
- May proficiently maintain greens, tees, fairways, roughs, traps, and common areas using appropriate equipment for each task and site condition working with minimal supervision;
- May make frost call and trains Groundskeeper I and II how to properly check for frost;
- Safely and proficiently operates Case 580 loader/backhoe, digs holes and trenches with backhoe, taking care not to further damage irrigation pipes and wiring or greens and other course grounds;
- Safely and correctly applies herbicide and pesticide chemicals to fence lines, grounds, trees, bushes, shrubs, lawns, mulch beds, bunker edges, tree rings or greens in order to control weeds, diseases, and insects in order to control plant diseases and insects;
- Maintains a good working knowledge of Turfgrass care and maintenance;
- May assist with traffic count tracking and reporting;
- May perform all types of infield skin maintenance and repairs which includes (but is not limited to) more complex duties such as building pitching mounds, installing base anchors and pitching rubbers at the proper distance, etc.;
- May be required to maintain a comprehensive working knowledge of a variety of sports fields' dimensions, and routinely lays-out and marks all types of sports fields as assigned;
- Inspects fence lines, trails and footbridges for maintenance and repairs, submits work orders, performs approved maintenance or



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- repairs and completes related work orders in the current system;
- Maintains a sound understanding of irrigation systems and patterns and their appropriate uses, and is able to train other Groundskeepers on their use and basic maintenance;
- Maintains a sound working knowledge of irrigation system operations and independently performs the set-up, programming, and maintenance of systems, and accurately troubleshoots issues and make repairs with minimal oversight;
- Routinely performs heavy lifting, loading, unloading, pushing, pulling, carrying, and otherwise moving up to 50 pounds or more as needed;
- 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;
- Responsible for creating, entering, maintaining and completing work orders in the current work order system;
- Prepares incident reports and submits to supervisor;
- Maintains forklift certification, operates forklift as needed, actively participates in training classes;
- Maintains a Class A CDL with the necessary endorsements and a safe driving record;
- Performs on-call duties as assigned;
- May serve as supervisor during his/her absence;
- Assists with training and directing part-time, temporary and seasonal staff;
- Trains and shares information and technical knowledge with all other groundskeepers and Parks Services Division staff appropriately, including temporary staff;
- May work closely with the sports and tourism staff and other department staff on schedules for all sporting events and other taking place on assigned County-owned grounds and fields to ensure all grounds and fields and other locations are accurately and appropriately prepared for use;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Participates in all scheduled meetings and trainings;
- Assists with inclement weather cleanups and serves as event staff as assigned (e.g. tarps, special events, etc.);
- Reports incidents at assigned sites to supervisor;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

May require: considerable working knowledge of a wide variety of equipment used in grounds and sports field care and management, including mowing, landscaping and gardening equipment, and power tools; considerable knowledge of the care and marking of all types of sports fields used for sporting events and activities held at County-owned locations. May require: sound working knowledge of irrigation system operations with ability to accurately set-up, program, and maintain system and to troubleshoot issues and make repairs with minimal oversight and train other staff on irrigations systems; good working knowledge of Turfgrass care and maintenance; safely operate equipment unique to greens care and maintenance as well as other course features such as tees, fairways, roughs, traps, and common areas using appropriate equipment for each task and site condition working with minimal supervision. Required of all: considerable working knowledge of fertilizers, herbicide and pesticide chemicals; sound working knowledge of irrigation systems; 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; skill in the safe operation and preventive maintenance of assigned equipment under all types of weather conditions; basic supervisory skills including good training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; good computer skills with ability to manage records and data and prepare reports as assigned; ability to read, interpret and adhere to complex instructions; ability to create and maintain records; physical condition that will permit heavy (up to 50 pounds or more as needed) lifting, loading, unloading, pushing, pulling, reaching, stooping, climbing 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 establish and maintain a good working relationship with County employees and the public; 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. Requires the ability to work a flexible schedule.



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Minimum Education and Experience:

Education: Graduation from high school/GED;

Experience: Four (4) or more years of 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.

- Requires a valid driver's license.
- Requires a Class A CDL driver's license with airbrake endorsement.
- Requires CAT 60 Registered Technician license.
- Requires a Fertilizer Applicator Certification.