



CLASS SPECIFICATION FOR:

Groundskeeper IV

General Statement of Duties:

Serves as a working first line supervisor for the Division of Recreation and Parks; coordinates the activities of assigned staff in a timely and cost-effective manner to ensure efficient completion of work assignments; ensures supplies, equipment, tools, etc., are readily available for staff's use; creates and maintains accurate records; assists with special projects as assigned does related work as required.

Distinguishing Features of Class:

A position in the Groundskeeper IV job classification supervisors assigned staff in one of two career tracks. Employee serves as a working crew leader for assigned staff; provides training, coaching and feedback to staff; performs day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; documents incidents; prepares and provides feedback to staff for performance issues and appraisals. Additional duties include safely operating a wide variety of landscaping and other mowing and grounds or greens care and maintenance equipment. 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 event held on County-owned properties; and for setting-up and maintaining irrigation systems. Proficiently performs all duties assigned to the Groundskeeper I, II and III levels. Employee appropriately handles concerns elevated by disgruntled customers/citizens. Requires strong computer skills to create and complete work orders online and perform other duties. Work is performed independently and as part of team at various assigned locations Countywide 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*):

- Responsible for hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals, etc for all assigned staff, including part-time, temporary and seasonal staff;
- Coordinates the activities of assigned staff in a timely and cost-effective manner to ensure the ongoing safe condition, care and maintenance, and readiness for use, of County-owned properties under the purview of the Division of Recreation and Parks, includes a wide array of sporting fields, open spaces and park lands or the golf course;
- Serves as working supervisor responsible for coordinating assignments and activities to ensure safe operation of equipment and efficient completion of work orders;
- Assists with pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps and in the maintenance of irrigation and drainage systems
- May direct and participate in the maintenance of the golf course greens, tees, fairways, rough, and irrigation system and cart paths;
- Works closely with the sports and tourism staff and other division staff on schedules for all sporting events and other activities 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;
- Trains staff of the safe use, care and maintenance of all equipment used to perform assigned duties;
- Ensures supplies, equipment, tools, etc., are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures;
- Prepares incident and other reports as required or assigned;
- Assists supervisor with cost and budget projections as assigned;
- Completes work orders at site and in the current work order system accurately, timely and cost effectively, creates and maintains work order records for self and others, includes preparing related reports as assigned;
- Maintains Certified Pesticide Applicator 3A and 3B license;
- Maintains a Class A CDL driver's license with any endorsements necessary to drive, operate and tow County vehicles and equipment necessary for and incidental to the care and maintenance of grounds and fields Countywide;
- May be required to obtain and maintain and Nutrient Management Planner certification;
- Maintains a comprehensive knowledge of irrigation system operations. Including setup, programming irrigation controllers and the central irrigation computer, maintenance of all systems, has the ability to troubleshoot issues and make complex repairs;
- Trains and shares information and technical knowledge with all other groundskeepers and Parks Services Division staff appropriately, including temporary staff;
- May be required to maintain a thorough knowledge of the care and maintenance of golf course tees, fairways, roughs and greens; seeding and maintenance practices for golf course turf; planting, cultivating and caring of plants, shrubs, and trees; characteristics and proper use of various fertilizers, fungicides, herbicides and soil conditioners/amendments; drainage control methods; and irrigation systems: including wells, pumps, and automatic sprinkler controls;
- May be required to maintain a thorough working knowledge of the game of golf, golf rules and methods of play;
- 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 budget projections and special projects as assigned;



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- 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: thorough knowledge of the care and maintenance of golf course tees, fairways, roughs and greens; seeding and maintenance practices for golf course turf; planting, cultivating and caring of plants, shrubs, and trees; characteristics and proper use of various fertilizers, fungicides, herbicides and soil conditioners/amendments, drainage control methods; and irrigation systems: including wells, pumps, and automatic sprinkler controls; thorough working knowledge of the game of golf, golf rules and methods of play; 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; good supervisory skills including strong 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; basic financial skills with the ability to track costs, manage within an approved budget and assist as needed with budget preparation; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain a good working relationship with County employees and public; strong computer skills with ability to use computer; 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, reaching, stooping, climbing and working under adverse temperature and/or weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with the Division 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. Requires the ability to work a flexible schedule.

Minimum Education and Experience:

Education: Graduation from high school/GED or trade school; preferably with coursework in grounds or sports field management;

Experience: Five (5) or more years of relevant work experience including at least one (1) year of experience in a lead worker or supervisory capacity;

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 Certified Pesticide Applicator 3A and 3B License.
- Requires a Fertilizer Applicator Certification.