

JOB TITLE: Grounds Maintenance Worker

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for maintaining grounds on city property and streets.

MAJOR DUTIES:

- o Maintains the grounds surrounding city facilities and on city rights-of-way by cutting grass, trimming hedges, blowing leaves, and edging lawns.
- o Performs routine maintenance on grounds maintenance equipment and vehicles, including checking fluid levels, replacing blades, and performing minor repairs.
- o Assists with carpentry work as needed.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of city and safety policies and procedures.
- o Knowledge of grounds maintenance techniques.
- o Skill in operating such equipment and machinery as riding and push mowers, weed eaters, and edgers.
- o Skill in using such tools as shovels, rakes, wheelbarrows, hedge trimmers, and pruning shears.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director of Properties assigns work in terms of somewhat general instructions. Completed work is reviewed for compliance with instructions.

GUIDELINES: Guidelines include city and safety policies and procedures and special work orders. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY: This position consists of related grounds maintenance duties. Inclement weather contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to maintain the grounds surrounding city buildings. Successful performance helps ensure safe and well-maintained grounds and affects the public image of the city government.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, and the public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is primarily performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.