

CLASSIFICATION TITLE: *Groundskeeper/Maintenance Worker*

Salary Range: 17

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general supervision, to perform grounds keeping and gardening of county office property as well as maintain county office buildings; to do related work as required.

DIRECTLY RESPONSIBLE TO: Director, Outdoor Education

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Groundskeeper Duties:

Maintains landscaped areas by planting, pruning and caring for plants, shrubs, trees and turf areas; applies fertilizers and pesticides; operates a variety of hand and motorized gardening/grounds equipment; checks and maintains assigned equipment including minor repairs, adjustments and servicing; picks up supplies as required; supervises student assistants as assigned; receives work orders and schedules time, material and equipment required to perform various gardening/grounds maintenance tasks; repairs and installs fences, signs, posts outdoor equipment; may serve as backup custodian as needed.

Maintenance Duties:

Performs mechanical work; repairs, and rebuilds to maintain buildings in an operating status; performs a variety of work involving plumbing, carpentry, electrical, mechanics, glazing, sheet metal, cement, and asphalt; cares for and maintains shop tools and equipment; maintains heating, venting, and basic air conditioning units; performs emergency field repairs; makes alterations and additions to equipment when necessary.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

High school diploma or equivalent required, plus one year of experience in gardening, nursery work or grounds maintenance and/or carpentry, painting, masonry, electric, plumbing, etc., and demonstrated experience in operation of light duty equipment.

Licenses and Certificates:

Requires a valid California Driver's License. Required to obtain a Class A California Driver's License.

Knowledge of:

Requires a basic knowledge and understanding of the procedures, methods and techniques of grounds and maintenance. Must understand the procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides. Requires a basic knowledge of the principles of routine operation, maintenance and repair of sprinkler irrigation systems. Requires sufficient communication skills to interact with co-workers, school, staff and administration and students. Must be able to use power tools and equipment.

Skills and Ability to:

Requires the ability to perform all of the essential duties of the position at an entry level. Must be able to operate and maintain grounds and landscape maintenance tools, equipment, and vehicles. Must be able to calculate fertilizer and chemical application amounts and apply them in a safe manner. Must be able to operate and perform routine repairs on automatic sprinkler systems and maintain tools.

Physical Abilities:

Requires the ability to perform heavy manual labor, occasionally in extreme weather conditions. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10-50 pounds on a frequent basis and over 50 pounds on an occasional basis. Requires the ability to stoop, kneel and crouch on a continuous basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical safety information and blueprints.