



Groundskeeper

Building Maintenance

BM/18
Pay Grade: 9

JOB SUMMARY

This position assists in the maintenance of county parks and grounds.

MAJOR DUTIES

- Collects trash from parking lots, sidewalks, and other areas; empties trash cans.
- Assists in the installation and repair of irrigation systems.
- Mows grass and removes weeds.
- Maintains grounds maintenance equipment.
- Trims trees and hedges.
- Installs and maintains flower beds and other landscaping features.
- Operates a leaf blower.
- Moves outdoor and patio furniture as needed.
- Assists with other grounds and building maintenance duties as assigned.
- Applies pesticide, herbicide and fertilizer as appropriate.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the standard practices, methods, materials, and tools of grounds maintenance.
- Knowledge of grounds maintenance equipment operation, repair and maintenance principles.
- Knowledge of irrigation system installation and maintenance principles.
- Knowledge of pesticide and herbicide application principles.
- Knowledge of work safety guidelines.

- Skill in the operation of riding mowers and other grounds maintenance equipment.
- Skill in equipment maintenance.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Grounds Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures, chemical application guidelines, and work safety policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related grounds maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to assist in the maintenance of county parks and grounds. Successful performance contributes to the provision of safe, attractive and well-maintained county facilities.

CONTACTS

- Contacts are typically with coworkers, vendors, contractors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date