



## **CLASSIFICATION DESCRIPTION**

**TITLE: Grounds Maintenance Worker**                      **JOB CODE: 6 (Non-Exempt)**

### **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform general maintenance to keep landscapes attractive, clean, and well maintained. Employees in this classification function at journey level, and apply knowledge of plants, trees, and grasses in growing, pruning, and fertilizing shrubs, lawns, bushes, trees, and flowers. Employee is distinguished from that of the entry level position by knowledge and proficiency gained through experience. Employees must possess the skills necessary to operate powered and manual operated grounds maintenance equipment. Performs related work as directed.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs a variety of grounds maintenance tasks, e.g., edging, mowing, trimming, waste and litter removal, fertilizing, placing sod, raking, planting.
- Perform basic maintenance on lawns. Use knowledge of different types of grasses to identify and treat any diseases as well as to pick weeds, lay mulch, install sprinklers, and follow spring and fall fertilizing plans.
- Perform basic pruning of trees and bushes, remove dead branches, and assess any potential diseases or conditions causing issues with existing foliage.
- May utilize a wide variety of manual of light equipment and machinery, e.g., automobile, pickup truck, lawn mower, ride-on mowers, weed trimmers, pruners, hedge cutters, loppers.
- May utilize a wide variety of manual, hand tools, e.g., hammer, shovel, rake, screw drivers, wrenches, digging bar, chainsaw, chemical sprayer leaf blowers, edger.
- Position performs a variety of labor intensive work which may include exposure to difficult working conditions, e.g., extreme heat or cold, fumes, chemicals.
- Cleans, maintains and adjusts tools, equipment and machinery, e.g., maintains fluids, performs general servicing and minor repairs.

- May be required to work late hours, weekends, and emergency response.
- Must be able to respond to emergency and after-hour calls on nights, weekends and holidays.
- Responsible for ensuring all work and activities are performed safely and in accordance with City policies.
- Must function in severe weather conditions and have the ability to respond to hazardous/risky situations and perform mitigation efforts in emergencies.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by demonstrated ability to fulfill the physical requirements of the work and two (2) years grounds keeping and/or general maintenance experience; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License. CDL preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Ability to adhere to prescribed routines and practices.
- Considerable knowledge of and ability to utilize materials, methods and equipment used in lawn care and general maintenance work.
- Ability to carry out assignments with minimal instructions.
- Ability to establish and maintain effective working relationships with supervisors.
- Ability to work independently to carry out assignments to completion.
- Ability to perform duties with a professional and cooperative work ethic.
- Ability to climb, reach, bend, stoop, kneel, sit and stand for extended periods of time; ability to lift up to 50 pounds.
- Ability to work at heights up to 12 feet.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time
- Ability to with stand exposure to dust, mold, fiberglass and various chemicals.

- Ability to work flexible hour's necessary for the efficient operation of the department.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to push and/or pull over 100 pounds.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, and toxic or caustic chemicals, work near moving mechanical parts, and risk of electrical shock.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.