

POSITION DESCRIPTION

Class Title: Building / Facility / Ground Maintenance

Department: Public Works & Utilities

Grade: PW&U - IV

Date: 01/30/2011

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of parks, open spaces, grounds, streets, structures and related facilities.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Public Works & Utilities.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains park and open space areas; mows lawns; weeds; cleans and maintains courts and appurtenances; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

Inspects, washes, and performs routine maintenance of drinking fountains and restrooms.

Sweeps, washes, paints, and repairs or replaces outdoor tables and slabs.

Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Plants lawns, trees, shrubs, and flowers.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Operates tractors, mowers, jack hammers, welders, trucks, steam

cleaners, buffers, washers, and other listed equipment as needed.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Opens and closes, locks and unlocks facilities as needed.

Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use.

Installs and maintains street signs, posts to ensure safety of pedestrians and motorist.

Performs routine maintenance on street rights-of-way, road patching, cleans storm drains and assists other public works and utility employees as needed and directed.

Assists in the construction of new open space facilities, including clearing, grading, drainage, and foundation work.

Performs other work as may be directed.

Keeps records of work completed.

PERIPHERAL DUTIES

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; change out HVAC filters, and other preventive maintenance duties.

Performs backup duties for related positions, as assigned.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance; Some knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.

(B) Skill in operation of listed tools and equipment.

- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse conditions; Ability to communicate orally and in writing;
- (D) Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Valid state driver's license with CAL endorsement, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment, including tractors, mowers, chainsaw, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Burt Edwards
Supervisor

Approval: [Signature]
Appointing Authority

Effective Date: 01/11/2003

Revision History:

Revised: 08/12/2019