

## City of Newberg Position Description

<b>Class Title:</b>	Groundskeeper	<b>Job Code Number:</b>	113
<b>Department:</b>	Public Works	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Maintenance	<b>Represented:</b>	AFSCME
<b>Location:</b>	Maintenance Shop	<b>Date:</b>	March 2015

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### **GENERAL PURPOSE:**

Performs a variety of unskilled and semi-skilled light maintenance work of City grounds, and assists in providing general facilities maintenance services.

### **SUPERVISION RECEIVED:**

The Groundskeeper works under the direction of the Public Works Superintendant or the Public Works Supervisor. The Groundskeeper may receive work guidance from Facilities Maintenance Technician, Maintenance Lead/Crew Chief, Maintenance Technician 2 or Maintenance Technician 1.

### **WORK DIRECTION EXERCISED:**

May direct temporary or part time workers, volunteers, or community service workers.

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Mows and maintains City facility grounds, landscaped areas, parks, open space, easements, and street right of way.

Performs planting, pruning, seeding, fertilizing, top dressing, soil conditioning, watering, and weed control of city grounds, including trees, shrubs, lawns, and flowers.

Installs, maintains, and repairs sprinkler systems, sprinkler lines and heads.

Inspects, washes, paints, repairs, and performs routine maintenance of drinking fountains, trash receptacles, benches, shelters, fences, flagpoles, banners, and other street and outdoor furniture.

Performs routine maintenance on lawn and power equipment.

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

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, pressure washer, buffers, and other listed equipment as needed.

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

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

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

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

Provides heavy lifting (e.g. up to 25 pounds and occasionally lift and/or move up to 100 pounds) for the various City departments.

Maintains a variety of records relating to grounds keeping and maintenance activities, pesticide application data, work orders, irrigation schedules, etc.

Performs other duties as assigned at the discretion of the Public Works Supervisor or Public Works Superintendent.

As a Groundskeeper in the Public Works Maintenance Division, you are considered "First Response" essential personnel, which means that in the event City offices are closed due to inclement weather, etc., you are still required to report to work for your scheduled shift, as well as any overtime or extra hours required.

**OTHER OR ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Opens and closes, locks and unlocks, and maintains facility security as needed.

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

Performs spot and emergency custodial work on an as-needed basis as assigned.

Arranges and rearranges meeting rooms for and following various City meetings.

Deliver supplies to the various City departments.

Helps with various small projects.

**SPECIAL REQUIREMENTS:**

- Valid Oregon State Driver's License with CDL Class B endorsement, or ability to obtain one within sixty (60) days of appointment.
- Oregon Public Pesticide Applicators License, including Ornamental and Turf Herbicide, Regulatory Weed Public Pesticide Applicators and Right of Way, or the ability to obtain one within one hundred and eighty (180) days of appointment.
- Ability to wear personal protective equipment appropriate to the hazard will be required.

**DESIRED MINIMUM QUALIFICATIONS:**

- Graduation from High School or GED equivalency.
- Ability to work legally in the United States.
- Ability to wear personal protective equipment specific to hazards encountered,
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

**KNOWLEDGE AND ABILITIES:**

- Working knowledge of equipment, materials and supplies used in grounds and facility maintenance. Some knowledge of first aid and applicable safety precautions.
- Knowledge of equipment, materials, and supplies used in landscaping and grounds maintenance; knowledge of trees, plants, shrubs, lawns, and the care and maintenance of them, and knowledge of the installation, maintenance and repair of irrigation systems.
- Ability to work independently and to complete daily activities according to work schedule; ability to walk and stand for long periods of time; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; and ability to establish effective working relationships.

**TOOLS AND EQUIPMENT USED:**

Light trucks, ladders, pressure washers, leaf blowers, steam cleaners, paint equipment, janitorial equipment, power and hand tools, and other tools and equipment that may be associated with facility and grounds maintenance activities.

Pickup truck; lawn and landscaping equipment, including tractors, mowers, chainsaw, edger, weed trimmers, electric motors, pumps sprinklers, irrigation systems; and miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

**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 is frequently required to stand; walk; and use hand/eye coordination, 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 use of personal protective equipment appropriate to the hazard will be required.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, 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,

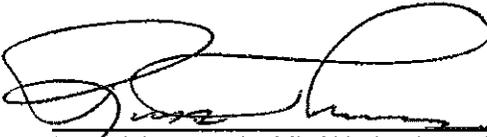
and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

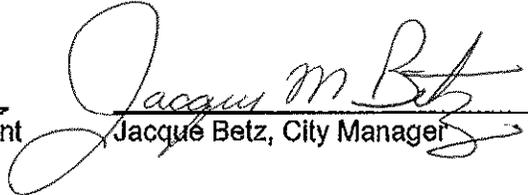
The employee will work in a variety of locations with varying hazards. The employee will be provided with appropriate safety training and equipment. The use of personal protective equipment appropriate to the hazard will be required. The employee will be exposed at various times to hot or cold temperatures, high humidity, fall hazards, rotating or moving machinery, common electrical hazards and hazardous noise areas. In addition, there is the possibility of exposure to chemical hazards, biological hazards and laceration hazards.

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**

**APPOINTING AUTHORITY**

  
Russ Thomas, Public Works Superintendent

  
Jacqué Betz, City Manager

Effective Date: March 2015

Revision History:

February 2007 Revised

May 2010 Added necessary security clearances.  
Pre-employment physical screening,  
City of Newberg Fit for Duty Test.  
Class B CDL requirement changed from Class A.

November 2010 Added First Responder.

March 2013 Position name and supervisory details revised to meet requirements of collective bargaining agreement.

March 2015 Added language to more clearly indicate that the ability to wear, and the wearing of, personal protective equipment is required. Added FLSA designation, corrected grammar and updated format and signatory description.