



PUBLIC WORKS DEPARTMENT

P.O. Box 970 • 500 W. Third Street • Newberg, Oregon 97132 • 503.537.1234 • Fax 503.554.9411

PUBLIC WORKS DEPARTMENT - MAINTENANCE DIVISION INVITES APPLICATIONS FOR


Groundskeeper - Full Time
Salary Range: \$2,646 to \$3,389 per month
with full benefits packet

THE POSITION

The Groundskeeper works under the direction of the Public Works Superintendent or the Public Works Supervisor. The Groundskeeper may receive work guidance from Facility Maintenance Lead, Utility Lead, Utility Technician 2 or Utility Technician 1.

TYPICAL DUTIES

Mows and maintains City facility grounds, landscaped areas, parks, open space, easements and street right of ways. Carrying out the planting, pruning, seeding, fertilizing, top dressing, soil conditioning, water 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 routing maintenance of drinking fountains, trash receptacles, benches, shelters, fences, flagpoles, banners and other street/outdoor furniture.

Maintains and adjust 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.

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.

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

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

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.

SPECIAL REQUIREMENTS

Valid Oregon State Driver's License with CDL Class B endorsement, or the ability to obtain one within sixty (60) days of hire.

Oregon Public Pesticide Applicators License, including Ornamental and Turf Herbicide, Regulatory Weed Public Pesticide Applicators and Right of Way, or the ability to obtain on within one hundred and eighty (180) days of appointment.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from High School or GED equivalent
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills 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.

SELECTION PROCESS

Formal application rating on education, training and experience; oral interview and reference check; and job related tests may be required. A successful drug screen, criminal background check, fit for duty test and national fingerprint-based record check will be required as a condition of employment. A pre-employment physical will also 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 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.

Applications (resumé must be attached) are available from:

City of Newberg
Human Resources Department

Online Application at <http://www.newbergoregon.gov/citymanager/city-newberg-job-application>

mail: P.O. Box 970

location: 414 E. First Street

Newberg, OR 97132

503.537.1261

Closing Date: Monday, April 15, 2013 by 4:30 pm Applications must be received in the Human Resources Department no later than this date and time.

The City of Newberg is an Equal Opportunity and Affirmative Action Employer and supports a Drug Free Workplace
This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity