

## **City of Newberg Position Description**

<b>Class Title:</b> Facilities Maintenance/Groundskeeper	<b>Range:</b> 128 - Represented
<b>Department:</b> Public Works	<b>FLSA Status:</b> Non-Exempt
<b>Division:</b> Maintenance	<b>Date:</b> June 2016

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### **GENERAL PURPOSE**

Performs a variety of unskilled and semi-skilled light maintenance work of City building, facilities, grounds.

### **SUPERVISION RECEIVED**

Works under the direction of the Facilities Maintenance Supervisor under the direct supervision of the Maintenance Supervisor, and Maintenance Superintendent. The Groundskeeper/Facilities Maintenance position may receive work guidance from the Facilities Maintenance Supervisor, Groundskeeper, or Crew Chief/Lead.

### **SUPERVISION**

May provide direction to temporary or part time workers, volunteers, or community service workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

Carries out the 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 building and grounds maintenance functions.

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

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.

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

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

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

Performs unskilled and semi-skilled interior and exterior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, roofing, odd jobs and other work at supervisor's discretion.

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

Deliver supplies to the various City departments. Provides heavy lifting of items for various departments. Helps with various other small projects.

Performs other duties at the discretion of the supervisor.

As a Facilities Maintenance/Groundskeeper Laborer in the Public Works Maintenance Division, this position is considered "First Response" essential personnel, which means that in the event City offices are closed due to inclement weather, etc., the employee is required to report to work their scheduled shift, as well as any overtime or extra hours 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.*

## **SPECIAL REQUIREMENTS**

- Valid Oregon State Driver's License with a good driving record.

## **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.
  
- **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**
- Working knowledge of tools, equipment, materials and supplies used in grounds and facility maintenance. Some knowledge of first aid and applicable safety precautions.
- Knowledge of trees, plants, shrubs, lawns, and the care and maintenance of them, Knowledge of the installation, maintenance and repair of irrigation systems.
- Knowledge of building systems, including windows, doors, flooring, HVAC, plumbing, sheetrock, painting, dismantling and installing furniture, basic woodworking, replacement of light bulbs.
- Basic knowledge of computer operation; Ability to utilize computer for record keeping, reports, and operation of maintenance programs and asset management software.
- 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 work outside in varying weather conditions.
- Ability to work safely and to wear task appropriate personal protective equipment.
- Ability to use equipment and tools properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships with coworkers, other employees, and contract service providers.

### **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; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; Janitorial equipment including floor buffers, steam cleaner, pressure 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 accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

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 employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds with assistance. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Wear task appropriate personal protective equipment.

**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 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. Employee is required to wear task appropriate personal protective equipment.

*The position 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.*

Effective Date: June 2016  
Revision History: February 16, 2007 Revised  
May, 2010 - Class B CDL requirement changed from Class A  
Nov, 2010 - Added First Responder  
June, 2016 – CDL requirement removed