

JOB DESCRIPTION
Grounds Maintenance
Department of Public Works
Division of Horticultural Services

Job Title: Grounds Maintenance/Seasonal

Reports To: Grounds Maintenance Foreman

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position:

Performs a variety of tasks in the maintenance of the grounds and facilities of the City; does related work as required. Very independent position.

Essential Responsibilities:

Cuts grass and trims weeds using hand mower or power driven lawn mower, weed trimmer and brush cutter.

Sows grass seed as directed.

Plants trees, shrubs, or flowers according to instructions and planned design of landscaped area, using hand tools.

Applies herbicide or mulch to designated areas.

Grubs and weeds around bushes, trees and flower beds.

Ability to water greens and work variable hours.

Clean buildings and grounds, washes windows and empties trash cans using brooms, cleaning supplies and floor buffer.

Repairs and paints benches, tables, guardrails and may assist in repair of roads, walks, buildings and mechanical equipment using hand tools.

Performs preventative maintenance of facilities and buildings.

Ability and knowledge to perform light maintenance on mowing equipment.

Trims hedges and prunes trees using hand and power tools.

Perform a variety of skilled and semi-skilled tasks.

Ability to understand and communicate written instructions.

Directs large problems to supervisor.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Related and other duties as required.

Skills and Abilities:

Work outside for long periods of time and in all kinds of weather, performing tasks that require physical strength and endurance.

Understand and follow instructions and specifications.

Adjust to doing the same kind of work all day long or performing a variety of different tasks on the same, depending on daily business needs.

Work skillfully with your hands to do a variety of tasks.

Physical Demands:

Varies from Medium Work to Very Heavy Work:

Medium Work: Exerting 20 to 50 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or in excess of 50 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or in excess of 20 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.

Environmental Conditions:

Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Wet and Humid: Wet: Contact with water or other liquids. Humid: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort. Exposure to: Odors, toxic conditions, dust, or poor ventilation.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situation.

Mathematical Development:

Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar graphs.

Perform arithmetic operations involving All-American monetary units. Perform operations with units such as cup, pint, quart, inch, foot and yard or ounce and pound.

Language Development:

Reading: Passive vocabulary of 5,000 – 6,000 words. Read at rate of 95 – 120 words per minute. Read instructions, rules, etc., looking up unfamiliar words in dictionary for meaning, spelling, and pronunciations. Compare similarities and differences between words and between series of numbers.

Writing: Write reports with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

Relationships to Data, People and Things:

Data: *Comparing: Judging the readily observable, functional, structural or compositional characteristics (whether similar to or divergent for obvious standards) of data, people or things.*

People: *Taking instructions – Helping: Helping applies to “non-learning” helper. No variety of implicit wishes of people is involved in this function. Speaking-Signaling: Talking with, informing and/or signaling people to convey or exchange information.*

Things: *Manipulating: Using body members, tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest.*

To do this job, you must have the following amount of total education and/or experience: *(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)*

High School Diploma

OR, an equivalent level of education and experience.