

LINN COUNTY CLASSIFICATION

TITLE: GROUNDSKEEPER
NUMBER: 802
PAY RANGE: 11
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-013
DATE: January 26, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs varied skilled and semi-skilled work in the maintenance and upkeep of grounds around the County buildings; inventory and requisition supplies, review, evaluate and adjust procedures to meet needs of facilities. Employee uses initiative, judgement and experience to determine and implement procedures and to apply and interpret departmental policies.

SUPERVISION RECEIVED: Works under the direction of the Building Maintenance Supervisor who provides general instruction on policy changes and set overall priorities for completion of work. Employee works independently and resolves questions or problems on the basis of past precedent and interpretation of policy or procedural guidelines. The employee confers with the Supervisor for assistance when confronted with unusual problems. Work is reviewed to insure determinations and decisions made are in accordance with department policies and procedures.

SUPERVISION EXERCISED: An incumbent may assist in the job orientation of new personnel and may act as Leadworker or Supervisor of employees assigned to assist in grounds upkeep.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform general grounds maintenance such as mowing and edging lawns, pruning shrubs and weeding flower beds.
2. Perform routine maintenance of hand and power tools and small engine equipment.
3. Maintain irrigation system in operational order.
4. Maintain sidewalks and parking lots free of trash and debris.
5. Prepare and paint interior and exterior finishes and fixtures using brush, roller and spray methods.
6. Assist in providing general labor duties, including furniture moving, for other departments.
7. Assist in mail service for County departments.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Reasonable knowledge of plants and flowers used in landscaping. Knowledge of chemicals related to herbicides, pesticides and fertilizers. maintenance of grounds areas and flower and plant beds. Knowledge of the methods, materials, tools, equipment and practices used in the maintenance of grounds areas and flower and plant beds.

Skill in the use of lawnmowers, hand tools and small power tools.

Ability to repair and maintain irrigation systems; communicate effectively in oral and written form and make decisions independently. Ability to use initiative and judgement in dealing with other County departments; meet and deal courteously and effectively with other employees, department heads, outside agency personnel and the public and to establish and maintain an independent work schedule.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and an Associate Degree in Ornamental Horticulture or Turf Management, two years of general grounds maintenance or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a Public Pesticide Applicator's License. Possession if a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed outside and is physically demanding. Requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.