

LINN COUNTY CLASSIFICATION

TITLE: GROUNDSKEEPER HELPER
NUMBER: 805
PAY RANGE: 08
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-101
DATE: February 23, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs varied skilled and semi-skilled work in the maintenance and upkeep of the grounds around the County buildings to include inventory and requisition of supplies.

SUPERVISION RECEIVED: Works under the direction of the Building Maintenance Supervisor. As employees in this class increase their proficiency, they may perform routine grounds maintenance, minor repairs and other tasks independently.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel or direct volunteers or work crews in grounds maintenance tasks.

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

OTHER FUNCTIONS:

9. 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: Basic knowledge of plants and flowers used in landscaping; chemicals related to herbicides, pesticides and fertilizers; methods, materials, tools, equipment and practices used in maintenance of grounds, flower planting beds.

Skill in the use and care of lawn mowers; use and care of small hand and power tools.

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

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and experience in general grounds maintenance is required. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATION: Possession of 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.

