

# LINN COUNTY CLASSIFICATION

**TITLE:** GROUNDKEEPER II  
**NUMBER:** 808  
**PAY RANGE:** 12  
**CATEGORY:** SEIU

**APPROVAL ORDER  
NUMBER: 2008-168  
DATE: March 28, 2007**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs varied skilled and semi-skilled work in the maintenance and upkeep of grounds around County buildings; inventory and requisition supplies, review, evaluate and adjust procedures to meet ongoing needs. Provides task supervision to personnel involved with grounds maintenance and project activities.

SUPERVISION RECEIVED: Works under the direction of the General Services Director who provides policy guidance, establishes priorities, and evaluates performance for conformance to policy and effectiveness.

SUPERVISION EXERCISED: Provides task supervision to personnel assigned to assist in grounds maintenance and project activities. Directs grounds vendors' work and monitors their performance. Assists in the job orientation of new personnel. Employee evaluation and discipline is not a duty of this classification.

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. Develop annual grounds maintenance schedules for grounds under General Services' responsibility.
2. Assign staff to complete all grounds maintenance work per schedule.
3. Provide task supervision for the work of assigned personnel, community service crews and/or volunteers, including mowing operations, scheduling, seeding, trimming trees and shrubbery, etc.
4. Participate in the training of grounds staff and provide inputs on the task performance of assigned personnel and vendors.
5. Perform general grounds maintenance such as mowing and edging lawns, pruning shrubs and weeding flower beds.
6. Perform routine maintenance of hand and power tools and small engine equipment.
7. Maintain irrigation system in operational order.
8. Maintain sidewalks and parking lots free of trash and debris.

9. Assist in General Services activities such as: general labor duties, including furniture moving; preparing and painting interior and exterior finishes and fixtures using brush, roller and spray methods; mail service for County departments. Maintain confidentiality.
10. Oversight of all grounds under General Services' responsibility, including Sweet Home, Lebanon, Fair & Expo, Dog Control, and Downtown Campus
11. Assist the Director to develop and implement new grounds project plans and designs.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

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

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of all plants (grasses, shrubs, trees, flowers, etc.) 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, four 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 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.