

## GROUNDS WORKER I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under supervision, to perform a variety of duties in the maintenance, repair, construction or installation of City parks, open space, trails, facility grounds, cemetery, and city owned property including rights-of-ways as necessary; to operate maintenance and construction tools and equipment; and to perform a variety of maintenance tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Grounds Worker series. This class is distinguished from the Grounds Worker II by the performance of the more routine tasks and duties assigned to positions within the series including grounds keeping and general facilities maintenance. Since this class is typically used as a training class, employees may have only limited or not directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Perform various grounds keeping functions; mow, water, prune, fertilize; maintain trail and greenway systems, turf and other landscaped areas; pull weeds; maintain and install irrigation; clean restrooms; apply pesticides and herbicides as necessary.

Maintain and install various Facility safety and security devices including signs, gates, and fences; ensure adherence to established rules and regulations.

Maintain cemetery grounds; provide assistance to general public, mark graves for services, maintain irrigation system; repair and set new grave markings; burial preparation and repair sod; maintain grounds, and special preparation for Memorial Day.

Set up traffic control devices and perform flagging functions in work zones; ensure a safe working environment according to established safety guidelines.

Remove, repair, replace or park signs; clean and maintain existing signs; trim vegetation that presents safety hazards.

Performs heavy equipment operation duties in completing a variety of projects.

Perform routine facility repair and maintenance functions including installing doors, floors and locks, repairing roofs, replacing ceiling tiles, repair and install fencing, painting and concrete work.

**CITY OF CAMAS**  
**Grounds Worker I (continued)**

Perform assigned work not specifically listed related to grounds and facility maintenance

**AUXILIARY FUNCTION STATEMENTS**

Provide courteous customer service; respond to questions and inquiries from the general public regarding various maintenance projects; resolve customer problems or complaints.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic principles and procedures used in the maintenance or construction of City parks, open space, trails, facility grounds, cemetery, and city owned property.

Methods and techniques of grounds keeping including mowing, fertilizing and application of chemicals.

Basic principles and practices of carpentry.

Occupational hazards and standard safety precautions.

Knowledge and ability to operate a variety of computer and software systems including but not limited to Microsoft Office products.

**Ability to:**

Perform a variety of duties in the maintenance, repair, construction or installation of City parks, open space, trails, facility grounds, cemetery, and city owned property.

Learn safe principles and practices of traffic control and flagging.

Learn pertinent Federal, State and local laws, codes and regulations.

Learn to operate a variety of equipment in the maintenance or construction of City parks, storm drain systems and other facilities.

Learn to maintain and install various safety and security devices.

Learn to safely and accurately perform chemical application functions.

Perform heavy manual labor.

Ensure adherence to safe work practices and procedures.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of maintenance, construction or grounds maintainace experience is desirable.

**License or Certificate**

Possession of a valid Class A commercial driver's license.

Must obtain a Flagging card within 6 months of date of employment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals.

**Mobility:** Heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor.

**Vision:** Visual acuity to operate vehicles and equipment.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.