



CLASS SPECIFICATION FOR:

Groundskeeper I

General Statement of Duties:

Provides year-round full-service care and maintenance for open spaces, park land, greens and other non-sports field properties under the purview of the Division of Recreation and Parks; properly cleans and maintains equipment; year-round full-service field management, setup, marking, and repairs for all types of sports fields or greens provided for play/events Countywide; maintains greens and related areas; maintains accurate records; does related work as required.

Distinguishing Features of Class:

A position in the Groundskeeper series may follow one of two career tracks. An employee in this job classification is responsible for safely operating a wide variety of mowing and grounds maintenance equipment, including but not limited to, various types of mowers, various types of blowers, chainsaws, weed eaters, rakes, shovels, pitch forks, grubbing hoes, loppers, trimmers, pruners, etc.; cleaning and maintaining equipment to ensure its in safe working order; and keeping accurate records. Requires a basic knowledge of grounds or greens care and maintenance, sports fields marking and the care and maintenance of irrigation systems. Work is performed independently and as part of a team at various assigned locations Countywide or at the golf course with minimal supervision. Employee is also responsible for the safe operation of County equipment, which may include County vehicles.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- May perform basic grounds care duties with minimal supervision: mow, trim, weed eat, prune, edge, plant, mulch, remove debris, snow/ice removal using a wide variety of equipment including but not limited to walk-behind mowers, push mowers, riding mowers, weed eaters, utility vehicles, trailers, garden and landscaping hand tools, gas powered tools, trimmers, edgers, hand blowers, backpack blowers, walk-behind blowers, snow blowers, tractor and/or trailer mounted blowers;
- May be required to develop and maintain a basic working knowledge of a variety of sports fields' dimensions, and the ability to assist with properly laying out and marking these fields as needed;
- May perform basic greens care duties with minimal supervision: mow, trim, weed eat, prune, edge, plant, mulch, remove debris, snow/ice removal using a wide variety of equipment including but not limited to walking greens mower, riding greens mower, tee mower, fairway mower, rough mower, front deck mower, sand pro, utility vehicles, and tractors;
- Removes leaves, trash and other debris from assigned sites;
- Routinely operates equipment, including specialized equipment and necessary attachments, necessary to safely perform basic care and maintenance duties;
- Routinely safely uses a variety of garden and landscaping hand tools, gas powered tools, trimmers, edgers, blowers, chainsaws, rakes, shovels, pitch forks, grubbing hoes, loppers, trimmers, pruners, etc.;
- Cleans, oils/greases, checks and maintains fluids, and performs routine maintenance and repair for hand held and small gas-powered equipment (e.g. belts, hoses, blades);
- Maintains valid driver's license and safe driving record to assist with driving crews, tools and equipment around grounds, greens or to various other locations;
- Keeps vehicles stocked with necessary equipment and supplies to ensure efficiency at job site;
- Routinely performs heavy lifting, loading, unloading, pushing, pulling, carrying, and otherwise moving up to 50 pounds or more as needed;
- May be required to develop and maintain basic understanding of the game of golf and be able to operate equipment and complete assigned tasks within normal golf play with minimal disruption to the golfer;
- May be required to perform various park or course duties including open/close on schedule, empties trash cans if visibly needed, cleans rest rooms, reports problems and safety issues to supervisor;
- May be required to hand water greens and apply fertilizers and soil amendments as needed with proper training and supervision;
- May be required to make a "frost call" in times of need and with proper training;
- May be required to obtain and maintain the certified fertilizer applicator certification according to DCR requirements within first year of employment;
- Relays work performed, any identified maintenance or repairs, and other concerns to supervisor in a timely manner;
- Has a basic understanding of irrigation systems and assists with the set-up, maintenance or basic repair of irrigation systems with direct instruction and supervision;



CLASS SPECIFICATION FOR:

Groundskeeper I

- Keeps accurate records for work orders, jobs, maintenance, repairs, mandatory testing, etc. and provides to supervisor in a timely manner as required;
- Completes work assignments accurately, timely and cost effectively with minimal oversight from supervisor, with unusual situations referred to supervisor;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Participates in all scheduled meetings and trainings;
- Assists with inclement weather cleanups and serves as event staff as assigned (e.g. tarps, special events, etc.);
- Trains and shares information and technical knowledge with all other groundskeepers and Parks Services Division staff appropriately, including temporary staff;
- Reports incidents at assigned sites to supervisor;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

May require: good working knowledge of a wide variety of equipment used in grounds and sports field care and management, including mowing, landscaping and gardening equipment, and power tools; basic knowledge of the care and marking of sports fields; ability to work from plans and specifications and to follow rough sketches and oral instructions. May require: basic understanding of the care and maintenance of greens; ability to appropriately hand water greens; basic working knowledge and understanding of irrigation system and its basic maintenance and repair; maintains basic understanding of the game of golf; basic understanding of frost calls with ability to appropriately make frost calls; Required of All: good knowledge of safety rules/regulations and accident-prevention practices; basic mechanical aptitude with skill in the safe operation and preventive maintenance of assigned equipment under all types of weather conditions; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; basic computer skills with ability to use computer; ability to read, interpret and adhere to complex instructions; ability to create and maintain records; physical condition that will permit heavy (up to 50 pounds or more as needed) lifting, loading, unloading, pushing, pulling, reaching, stooping, climbing and working under adverse temperature and/or weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with Division and County employees; ability to establish and maintain a good working relationship with County employees and the public; ability to work independently and with a team to complete assigned tasks safely and on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned vehicles and equipment. Requires the ability to work a flexible schedule.

Minimum Education and Experience:

Education: High school education;

Experience: Prefer some relevant work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.