



May 2012
FLSA: NON-EXEMPT

GROUNDS SERVICES WORKER III

DEFINITION

Positions in this series provide lead direction to assigned Grounds Services personnel; performs a full range of routine to complex maintenance and repair work of lawns, grounds and cultivated areas; responsible for setting priorities and directing the work of assigned staff on projects on a day to day basis to ensure the completion of cleaning, repairing, maintaining and opening and closing of facilities in the Parks system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Grounds Services Supervisor. Exercises technical and functional direction over and provides training to assigned staff..

CLASS CHARACTERISTICS

This is an advanced journey-level class in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform the most complex duties and activities to ensure the facilities assigned are maintained in a safe and effective working condition. This class is distinguished from the Grounds Services Supervisor in that the manner is the full supervisory-level class responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in the grounds services operations.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Could perform all of the routine duties applicable to the Grounds Services division; opens and closes Town facilities; monitors facilities for safety and compliance; performs set-ups for private and public functions; mowing, edging and performing all duties to maintain parks and facilities in Town's system.
- Uses vehicles and power and hand tools to perform a variety of landscape construction and maintenance duties, including planting, transplanting, cultivating and repairing of turf, shrubs and planter areas.
- Operates specialized vehicles and heavy equipment related to construction and maintenance of grounds in the Parks system.
- Trains employees in work methods, use of equipment and all safety procedures and precautions.
- Provides technical and functional direction to assigned grounds services staff; reviews and controls quality of work; assists in completing employee evaluations and recommending discipline.
- Plans, schedules, prioritizes and assigns maintenance, repair and project work in coordination with the Grounds Services Supervisor.
- Requests quotes, aids in the preparation of bid packages and orders supplies for work projects.
- Performs the most complex maintenance, repairs and installation work in the Town's system.
- Performs all of the duties of the Grounds Services I and II positions.
- Performs minor adjustments on tools and equipment and ensures that the tools and equipment is performing in proper working order.

- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Responds to after-hour emergencies.
- Acts as supervisor as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Maintenance principles, practices, tools and materials for maintaining parks, grounds and facilities.
- Safe working practices and procedures.
- Shop arithmetic and basic computer software related to work.
- The knowledge of safe operations and minor maintenance techniques of a variety of light, medium and heavy construction and related equipment, Town vehicles, hand and power tools and power equipment.
- Safe driving practices and rules.
- English grammar, punctuation, spelling, usage and vocabulary.

ABILITY TO

- Use techniques to provide a high level of customer service.
- Plan, schedule, assign, provide training and oversee the complete activities of the grounds services personnel.
- Inspect the work of others and maintain established quality control standards.
- Perform basic construction, modification, grounds maintenance and repairs of parks equipment, landscaped areas and athletic fields grounds such as those found in the Town.
- Maintain accurate logs, records, written reports.
- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with regulations.
- Troubleshoot maintenance problems and determine materials and supplies needed for repair.
- Read and interpret construction drawings, specifications and equipment instructions and manuals.
- Follow department policies and procedures related to assigned duties.
- Operate equipment, Town vehicles, hand and power tools.
- Use English effectively to communicate in person and understand and follow oral or written instructions.
- Organize own work, set priorities and meet critical deadlines.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to attain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and four (4) years of experience in construction, maintenance, or repair of parks and landscapes, buildings and facilities or general construction or two (2) years of experience equivalent to the Grounds Services Worker II position with the Town of Apple Valley.

LICENSE(S)

Valid California class C driver's license with satisfactory driving record. Certain positions may be required to obtain a valid California class B driver's license within a specified timeframe established by the Town. Certain positions may be required to obtain a California Pesticide Qualified Applicator's Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Participates in after-hours emergency response and on-call and callback assignments.