



May 2012
FLSA: NON-EXEMPT

GROUND SERVICES WORKER II

DEFINITION

Positions in this series perform a variety of tasks in the maintenance of lawns, grounds and cultivated areas; responsible for cleaning, repairing, maintaining and opening and closing of facilities in the Parks system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Grounds Services Worker III or Grounds Supervisor. positions. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a journey-level class in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform a full range of 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 III position in that the latter is responsible for technical and functional direction over lower-level grounds services staff and is capable of performing all of the most complex duties in the Division.

EXAMPLES OF DUTIES

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

- Opens and closes Town Facilities; monitors facilities for safety and compliance; performs set-ups for private and public functions.
- Uses vehicles and power and hand tools to perform a variety of technical landscape construction and landscaping maintenance duties, including painting, 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.
- Prepares and maintains cultivated areas through fertilization and other cultivating activities.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes and related areas.
- Performs cleaning and light maintenance on equipment.
- Cleans walks, parking lots, and other areas of litter and weeds.
- Provides janitorial services to and repairs Town facilities.
- Observes for safety concerns and makes emergency and ongoing repairs of facilities including buildings, playground equipment, and parks amenities.
- Performs maintenance of and installation of irrigation systems including installing irrigation pipes, sprinklers valves and backflows; tests system and makes repairs; may program and maintain irrigation control systems and ensure they are functioning properly; adjust water flows and makes other modifications as necessary.
- Operates Town vehicles in a safe and efficient manner.
- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.

- Checks parks and facilities for graffiti and vandalism and makes applicable reports and repairs when applicable.
- Orders supplies and materials when assigned.
- Provides event support including assisting with traffic control, cleaning and set-ups as assigned.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

QUALIFICATIONS

- Maintenance principles, practices, tools and materials for maintaining parks, grounds and facilities.
- Safe working practices and procedures.
- Shop arithmetic.
- 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 usage and vocabulary.

ABILITY TO

- Use techniques to provide a high level of customer service.
- Perform basic construction, modification, grounds maintenance and repairs to parks equipment, landscaped areas and athletic field's 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 three (3) years of experience in construction, maintenance, or repair of parks and landscapes, buildings and facilities or general construction or two years of experience equivalent to the Grounds Services Worker I 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.