

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34752</b>
<b>Job Class Code:</b>	<b>500</b>	<b>Salary Schedule:</b>	<b>ASRRGRNDS</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>11</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>01/03/87</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/04</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Grounds Maintenance Series

**JOB CODE TITLE:**   **GROUNDSKEEPER I**

**HRIS TITLE:**       **GROUNDSKEEPER I**

**CHARACTERISTICS OF THE CLASS:** Works under general supervision. Has the authority to make decisions within established procedures and practices; recommend vehicles and equipment for repair; recommend improvements in work processes. Performs a variety of skilled grounds/plant life care duties including gardening and chemical applications and assists in maintenance of manually and/or automatically controlled watering systems. Work product consists of completed work assignments. Grounds and plant life maintained and cared for as prescribed. Responsible for performing all tasks in a timely, efficient and skilled manner; adhering to and demonstrating all safety rules and procedures; detecting problems and recommending work improvements.

**EXAMPLES OF DUTIES:**   Waters turf areas, plants and trees utilizing automated and/or hand controlled sprinkler, irrigation and flood irrigation systems. Cultivates flower beds; selects proper soil amendements; prunes plants; uses chemicals for pests, diseases and fertilizing; removes dead plants and replaces with new stock. Using a variety of plant chemicals and cleaning solutions, cares for indoor plants; repots, selecting soil mediums; washes and cleans leaves; prunes for shape and removal of dead foliage. Operates small to medium sized motorized vehicles and powered grounds equipment, e.g., pickup trucks, tractors, riding mowers, hydro-seeder, fork-lift, crane, chipper, mulcher, sweeper, etc. Mixes a variety of chemicals as prescribed for application to turf areas, trees and plants using hand and/or powered spray equipment. Prunes and trims plants, trees and palms working from ground level, ladders, power-assisted lift baskets or scaling with the use of climbing irons or cleats; uses compounds to seal cuts to plant limbs. Mows, edges and trims turf areas and around trees and plants using powered/non-powered grounds equipment. Assists in testing malfunctions of electric/hydraulic components of automated watering systems and repairing/replacing. Operates a trenching machine to dig trenches or uncover leaking/damaged water lines; assists in installing, repairing and/or replacing; returns grounds to former condition. Performs inspections, preventive maintenance, minor repairs and adjustments on powered/non-powered grounds equipment; recommends major repairs and/or replacements. Attends work unit staff meetings; gives and receives information; participates in problem-solving and decision-making. Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, receiving advice, counseling and instruction. Trains new workers on-the-job to perform tasks that will become part of everyday work routine. Acquires knowledge and skills to improve working performance at the journey level or needed for advancement through on-the-job training and workshops. Performs related work as required.

**WORK CONDITIONS:** Full time outdoor work which includes all types of weather conditions and temperature ranges.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** principles, methods and techniques used in caring for and maintaining grounds and plant life; principles, methods and techniques used in operating powered grounds equipment and tools; principles, methods, techniques and safety precautions in using pesticides/herbicides/fungicides/ fertilizers; principles, methods and techniques utilized in the maintenance and repair of automated watering and irrigation systems; the rules, regulations and procedures of the work system.

**Skill/Ability to:** applying and demonstrating methods and techniques in caring for and maintaining grounds and plant life; demonstrating, operating and performing preventive maintenance on powered/non-powered grounds equipment and tools; using and demonstrating the proper and safe use of plant chemicals; minor repair and preventive maintenance of automated and irrigation watering systems; applying and demonstrating the rules, regulations and procedures of the work section; oral and written communications; interpersonal relationships.

**SPECIAL SELECTION FACTORS:** Some positions may require possession of a valid Arizona driver's license at a level appropriate to the position/assignment and retention of said license during the period of employment. Certification by the Arizona Structural Pest Control Board may be required for dispensing of pesticides/herbicides. A Federal driver's license may be required at time of appointment. A medical/physical evaluation is required prior to appointment. Two years of experience in grounds maintenance and plant life care work. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted