

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34753</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>12</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 II**

**HRIS TITLE:**         **GROUNDSKEEPER II**

**CHARACTERISTICS OF THE CLASS:** Works under general supervision. Has the authority to inspect and determine need for major repairs of equipment; schedule, assign and oversee work activities; assist in ordering supplies and equipment. Performs highly skilled duties in a full-time crew lead role and performs skilled grounds duties; or performs the most difficult tasks installing and maintaining a large and complex automated watering system; trains and oversees subordinate staff as assigned. Work product consists of completed work and training assignments as appropriate; required reports prepared and submitted; functioning work crew as appropriate; recommendations made for work improvements. Responsible for performing all tasks in a timely, efficient and skilled manner; leading, training and counseling staff as appropriate; adhering to, demonstrating and assuring all safety rules and regulations are complied with; recommending work improvements.

**EXAMPLES OF DUTIES:** Devises a schedule of work and priorities on a daily, weekly or other periodic basis including co- and subordinate workers as appropriate. Resolves technical or work procedure problems including questions from co-and subordinate workers as appropriate. Inspects work areas in order to perceive or detect problems affecting work areas or schedules. Assists in determining materials and supplies needed; calculates costs. Compiles information for and writes periodic reports on work activities. Assists in compiling costs and projections for budgets and controlling expenditures. When appropriate, trains new workers. Uses test equipment to determine malfunctions in automated watering systems; determines repairs and performs or oversees work; confirms proper operations. Trenches by hand or equipment; installs, maintains and repairs underground automated watering and flood irrigation systems; assists in layout. Mixes a variety of chemicals for application to turf areas, trees and plants using hand or powered equipment. Prunes and trims plants, trees and palms working from ground level, ladders or power-assisted lift basket; uses compounds to seal cuts to plant limbs. Operates small to medium sized motorized vehicles and powered grounds equipment; e.g., pickup/dump trucks, tractors, riding mowers. Hydro-seeder, fork-lift, crane, chipper, mulcher, sweeper, etc. Assists in layout of gardens, prepares soil, selects plants and arranges plants and transplants; includes indoor plants as appropriate. Performs a variety of preventive maintenance processes on vehicles and ground equipment/tools; recommends major repairs or replacements. Attends staff meetings of work unit or section under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Acquires knowledge's and skills as 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 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 and other plant chemicals and soil amendments; principles, methods and techniques utilized in the maintenance and repair of automated watering systems and the electrically and hydraulically influenced components and irrigation systems; the principles and techniques of work leadership and scheduling activities of a grounds operation.

**Skill/Ability to:** applying and demonstrating methods and techniques in caring for and maintaining grounds and plant life; demonstrating and operating and performing preventive maintenance on powered/non-powered grounds equipment and tools; using and demonstrating the proper and safe use of plant chemicals and soil amendments; basic layout, installing, repairing and maintenance of automated watering systems with electrical/hydraulic components and irrigation systems; applying methods and techniques of work leadership and scheduling activities of a grounds operation; oral and written communications; Skill in 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. Three years of experience in grounds maintenance and plant life care work that included using and maintaining automated watering systems. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.