



BUILDING AND GROUNDS MAINTENANCE WORKER

DEFINITION: Under general direction of the Building and Maintenance Supervisor, performs a variety of duties in the care of lawns and landscaped areas, care, maintenance, and cleaning of assigned County buildings and properties, and performs other related duties as required.

ESSENTIAL JOB DUTIES: Performs a variety of landscape maintenance activities; conducts fertilizing, weed control, seeding and watering procedures; mows, edges walkways and curbs; conducts general clean up of trash clippings, leaves and debris; prunes and trims trees and shrubs; plants and extracts trees; performs brush removal; inspect landscape areas; loads and hauls materials; conducts repair of irrigation systems and landscapes; sweeps and cleans roadways and pathways and parking areas; identifies plants and pests; applies a variety of pesticides to control and eliminate the spread of weeds and pests in beds and landscape areas; performs routine maintenance on tools and motorized machinery; repairs and provides basic maintenance on mowers, chainsaws, power leaf blowers, hedge trimmers, string trimmers, and other related equipment; changes oil, coolant, hydraulic fluid and filters; removes, sharpens, installs, and maintains blades, weed/shrub trimmers and other related equipment; performs minor repairs to grounds equipment; assists Building and Maintenance Workers with facilities opening/closing, furniture moving; performs cleanup duties; assists in the installation of irrigation systems, lawns, planting beds, decorative rock, landscapes and other related activities; may support Custodian duties as backup requiring; trash removal, vacuuming, sweeping, mopping, washing furniture and woodwork; cleans restrooms; washes windows and walls; moves and arranges furniture and equipment; may assist in a variety of semiskilled building maintenance activities including Water System meter reading, repair or monitoring; may perform snow removal.

EMPLOYMENT STANDARDS:

Education/Experience: High school graduate or equivalent with a minimum of three years experience performing comparable duties.

Knowledge of: Methods, practices, procedures, equipment, and supplies used in providing grounds maintenance services. Must be familiar with safe work practices and the techniques of employee training and supervision.

Ability to: Perform landscape and grounds maintenance work; ability to operate landscape equipment; ability to repair and install irrigation systems and perform basic equipment repair; knowledge of restricted use and application of chemical pesticides; clean and care for County facilities; use a variety of tools and equipment; understand and carry out written and verbal instructions; work cooperatively with coworkers and others contacted in the course of work.

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Physical requirements include lifting heavy objects of up to 100 pounds; operating various power equipment; bending, and twisting while in awkward positions; reaching overhead, bending, stooping to load and unload materials from various locations. Must have the ability to stand, walk, kneel, crouch, stoop, squat, twist, and climb. Position requires occasional working at heights; driving automotive equipment; occasional exposure to dust and working outside; exposure to slippery and uneven walking surfaces. The worker may also be subject to ambient weather conditions that include a high of 120 degrees and a low of –10 degrees Fahrenheit.

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- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special requirements: Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must be available to work evening hours; must use a variety of cleaning solvents, chemicals and pesticides in the performance of duties.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening and oral interview.