



CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Groundskeeper
Supervisor: Building Maintenance Supervisor	Department: Public Works
Wage Grade: 3	Full Time/Part Time: Temporary Full Time
Probationary Period: None	Union: IUOE Local 302

DEPARTMENT REVIEW

Submitted By:	Date:
Reviewed By: 	Date:
HR Manager Approval: 	Date:

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **New Position**

What is the overall purpose and objective of this position (why does this position exist)?
Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks.

Explain the level of supervision received: **Receives direct supervision from the Building Maintenance Supervisor. May receive instructions from other building maintenance personnel.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. Mows and maintains park and open space areas.**
- 2. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises. Opens and closes, locks and unlocks facilities as needed.**
- 3. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.**
- 4. Carries out the seeding, fertilizing, top dressing, soil conditioning, and the pest and weed control of the City's parks and open spaces under supervision.**
- 5. Performs minor, semi-skilled building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.**
- 6. Performs routine maintenance on lawn and power equipment.**
- 7. Keeps records of work completed.**

Does this position have access to confidential information? Yes _____ No **X** If yes, please provide detail.

Does this position have access to or handle City funds? Yes ___ No **X** If yes, please provide detail.

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No _____ If yes, please explain. **This person needs the ability to understand, follow, and transmit written and oral instructions.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **Valid Alaska Drivers license.**
- **Must have a basic knowledge of the accepted practices, processes, materials, and tools of the maintenance trade.**
- **Have some experience with mowing, edging, pruning, watering and applying insecticides and fertilizers.**
- **Have basic understanding of plumbing, carpentry, and painting in order to make minor repairs to facilities.**
- **Any combination of education and experience that demonstrates the knowledge and experience to perform the work will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **One (1) year of experience with mowing, edging, pruning, watering and applying insecticides and fertilizers.**
- **One (1) year of experience with plumbing, carpentry, and painting facilities.**

List the necessary knowledge, skills, and necessary training, and abilities to qualify for this position.

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Understanding of basic math.**
- **Ability to work effectively with City of Unalaska staff and the public in a courteous, efficient, and professional manner.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Ability to operate and maintain a lawn mower.**
- **Ability to operate a motor vehicle.**
- **Ability to safely operate tools used in the maintenance trade.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	<input type="checkbox"/>
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position that make these factors important:

Must have the ability to use and manipulate tools to complete assignments. Must use interpersonal and communication skills to effectively complete projects.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **A valid Alaska driver's license is required. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications or licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position that should be noted (i.e., working environment, hours of work, travel, work, work space, inclement weather, etc.) Yes No If yes, please explain: **While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet or windy conditions, fumes or airborne particles, toxic or caustic chemicals, and vibrations. The noise level in this environment is usually loud.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

- | | | |
|-------------|---|---------------------|
| a. Standing | X | <u>30</u> % of time |
| Walking | X | <u>65</u> % of time |
| Sitting | X | <u>5</u> % of time |

The nature of the job responsibilities requires the individual to be either standing or walking other than the time required for filling out progress reports.

- | | | |
|------------|---|----------------|
| b. Lifting | X | <u>75</u> lbs. |
| Carrying | X | <u>75</u> lbs. |
| Pushing | X | <u>75</u> lbs. |
| Pulling | X | <u>75</u> lbs. |

The individual will be required to lift and carry 50 + pound sacks of seed and fertilizer, and push or pull lawn care equipment.

- | | | | |
|----|--|-------------|---|
| 2. | Climbing
Balancing | X
X | The individual will be required to occasionally climb ladders. |
| 3. | Reaching
Handling | X
X | The nature of the position requires individual to reach or handle tools and equipment. |
| 4. | Stooping
Kneeling
Crouching | X
X
X | This position requires person to occasionally stoop or kneel while performing an assigned task. An Individual will be required to crouch or crawl to get access to a needed repair. |
| 5. | Speaking
Hearing | X
X | The individual will be required to communicate with co-workers through audio communication. |
| 6. | Seeing
Depth Perception
Color Vision | X
X
X | The individual will be required to see to perform certain duties. The individual must be able to differentiate between wire colors while performing minor electrical work. |

History Summary

06-2004 New Classification – Workers previously hired under maintenance Mechanic I classification.