

CITY OF BELLE GLADE
CLASS DESCRIPTION
2008
CLASS TITLE: GROUNDSKEEPER

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain City grounds and facilities. The class is responsible for ground maintenance and equipment repair. The class works according to some procedures; decides how and when to do things under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Maintains grounds by mowing, weeding, trimming, cleaning, or other maintenance tasks.
Maintains shrubbery, hoes, rakes grounds; clips bushes; picks up trash from lawns, driveways and sidewalks;
Applies plant food to flowers, shrubs and grass; applies fertilizers, pesticides, or other chemicals as required.
Maintains irrigation systems such as pumps, timers, and spray heads.
Performs maintenance on small to medium equipment such as mowers and hand or power tools.
Completes logs or forms documenting actions or events.
Performs related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

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Handles or uses machines, tools, or equipment that require brief instruction or experience such as hand and power tools, outdoor power equipment, mowers, fertilizer applicators, copiers, or telephone systems.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs semi-skilled work involving set procedures but solves frequent problems.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Performs manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education required for entry into this job. The training and education may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires instruction that is sufficient for satisfactory job performance.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refers to state, federal, or professional certifications or licenses required to enter or maintain the job.

State Driver's License

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EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over one year and up to and including two years.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

ENVIRONMENTAL HAZARDS: Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job may risk exposure to extreme heat and/or cold, bright/dim light, dusts and pollen, wet or humid conditions, extreme noise levels, animals/wildlife, vibrations, fumes and/or noxious odors, traffic, and moving machinery.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires very few decisions, affecting only the individual; work in a very stable environment with clear and uncomplicated written/oral instructions.