



## **GROUNDS MAINTENANCE SPECIALIST**

**DEPARTMENT:** General Services/Facilities Management

### **NATURE OF WORK:**

Performs semiskilled and skilled work.

Works with others in the performance of general landscaping and grounds maintenance. Work is performed under the general supervision of the Parks and Grounds Maintenance Superintendent.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Performs a variety of general grounds maintenance duties such as mowing lawns, edging, raking, fertilizing, watering, maintaining planted areas, planting annuals and shrubbery, weeding and edging flower beds, and trimming shrubbery.

Maintains athletic fields using approved turf management procedures.

Works with others in the performance of duties at assigned work site as required; answers questions and gives guidance in proper techniques or procedures to be used.

Transports and operates a variety of special equipment including dump truck, farm tractor, loader, fork lift, chain saw, riding mowers, push mowers, edgers, blowers, string trimmers, sod cutting machine, tilling attachments, augers, etc.

Applies fertilizers and herbicides under the supervision of a certified applicator.

Clears snow from sidewalks, parking lots, and access roads.

Performs street and sidewalk cleaning, removal of trash from grounds.

Assists in building renovations and special construction projects, moving office furniture, boxes, voting machines, etc., as required.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Operates grounds-keeping equipment, power tools, and hand tools. Performs strenuous physical labor. Drives County vehicles to assigned work locations throughout the County. Duties are performed outdoors in all weather conditions.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the techniques of landscaping and grounds care.

Ability to operate gasoline powered grounds keeping equipment and electric hand tools safely and effectively.

Ability to deal effectively and courteously with coworkers.

Ability to follow oral and written instructions.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent preferred; experience in the operation of grounds keeping equipment and in grounds keeping techniques; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Requires:

1. Certification as a Virginia Pesticide Technician;
2. Commercial Driver's License;
3. Completion of the James City County Master Gardener Program, or equivalent; or, Landscape Crew Manager certification through the Mid-Atlantic Horticulture Short Course; or any other equivalent horticulture or landscape certification approved by the Department Manager.

Date: October 2005

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Grounds Maintenance Specialist  
Department General Services

Position Number 283  
Division Facilities Management/Grounds Maintenance

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

**1. Speaking/Talking:**

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others \_\_\_\_\_
- Not essential to job function

**2. Hearing/Listening:**

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

**3. Reading: (ability to read and understand text)**

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Use telephone     | <input type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard              | <input type="checkbox"/> Use postage machine                    |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools              |
| <input type="checkbox"/> Use a calculator             | <input checked="" type="checkbox"/> Use power tools             |
| <input type="checkbox"/> Use a copy machine           | <input type="checkbox"/> Other: _____                           |
| <input type="checkbox"/> Use a fax machine            | <input type="checkbox"/> Not essential to job function          |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>					✓		✓		
<b>Push/Pull</b>					✓		✓		
<b>Hold/Carry</b>					✓		✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Step stool            | <input checked="" type="checkbox"/> 1 flight           | <input type="checkbox"/> 1-2                            |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                            |
| <input type="checkbox"/> Extension ladder                 | <input type="checkbox"/> 3 or more flights             | <input type="checkbox"/> 3-4                            |
| <input type="checkbox"/> Other _____                      | Other _____  | <input checked="" type="checkbox"/> Other <u>stairs</u> |
| <input type="checkbox"/> Not essential to job function    | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function  |

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓							✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

**VII. Driving:** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			