



GROUNDSKEEPER SENIOR

284

Jamestown
1607

DEPARTMENT: General Services/Facilities Management/Grounds Maintenance

NATURE OF WORK:

Performs skilled manual labor serving as lead worker for the landscaping and maintenance of County-owned property including parks, athletic fields, rights-of way, and other grounds and planted areas. Works under the general supervision of the Parks and Grounds Maintenance Superintendent. Works as a team leader of two-to-three Groundskeepers. Acts as supervisor in the absence of the Parks and Grounds Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB:

Works with Superintendent to establish maintenance schedule of grounds and planted areas.

Leads assigned personnel and performs a variety of landscaping and maintenance duties, such as mowing lawn areas, planting annuals and shrubbery, applying fertilizer and herbicides, weeding, edging, watering, trimming shrubbery, placing topsoil, grading, seeding.

Works with Recreation staff to meet athletic field schedules and assess daily field playing conditions.

Works with Parks and Recreation staff and School Athletic Directors/Coaches to meet athletic field schedules, assess and report daily on field playing conditions.

Assigns work to crew; trains employees; assists in evaluating employee performance; establishes work standards; and checks results.

Maintains certification for application of herbicides, fertilizers, and certain insecticides. Supervises others in the safe application of herbicides and fertilizers.

Prepares and maintains a variety of logs and reports such as inspection reports, equipment reports, etc. Assists in ordering supplies and tracking inventory.

Periodically surveys County grounds to determine condition of grass, shrubs trees, etc.; supervises appropriate corrective action as necessary; makes recommendations for the landscaping of County grounds, as requested. Inspects parks for safety violations.

May move office furniture and assist in building renovations and special construction projects.

Clears snow from sidewalks, parking lots, and access roads; performs street and sidewalk cleaning, removal of trash from grounds.

Meets with sales people and reviews new products, equipment, chemicals, etc.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

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

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed primarily outdoors in all weather conditions; operates groundskeeping equipment, power tools, and hand tools. Performs strenuous physical labor. Drives County vehicles to assigned work locations throughout the County.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of landscaping and grounds care techniques including field markings and layout to different types of athletic fields.

Considerable knowledge of groundskeeping procedures, equipment, and care and maintenance of athletic fields.

Considerable knowledge of effective safety standards, practices, procedures, and techniques pertaining to grounds and facilities maintenance and equipment.

Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Knowledge of plant and animal organisms, its tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Skill in operating a computer to include use of E-mail and databases.

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

Ability to plan, coordinate, and guide the work of others.

Ability to perform strenuous physical labor.

Ability to communicate information and ideas in speaking so that others will understand.

Ability to communicate information and ideas in writing so others will understand.

Ability to add, subtract, multiply, or divide quickly and correctly.

Ability to deal courteously with the public.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent supplemented by training and/or an Associates Degree in _____; plus experience in turf management; extensive experience in the operation of groundskeeping equipment and landscape techniques; some experience supervising the work of others preferred; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a valid Virginia Commercial Driver's License (CDL) or the ability to obtain one within six months of hire and acceptable driving record based on James City County criteria.

Requires a post-offer physical with drug test.

Requires a biennial CDL physical and drug test.

Subject to random drug testing.

Requires a Chemical Applicator license.

Date: January 2007

GroundsKprSr_284_142_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Groundskeeper Senior Position Number: 284
Department: General Services Division: 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:

- Answer 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 other _____
- _____
- Not essential to job functions

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

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 checked="" 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 checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" 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
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry					✓		✓		

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 type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input checked="" 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: _____ | <input type="checkbox"/> 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+			
Stand	✓						✓		
Sit			✓					✓	
Walk		✓					✓		
Run									

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)

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

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

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