

GROUNDS MAINTENANCE ASSISTANT

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DEPARTMENT: County Administration/Facilities Management

NATURE OF WORK:

Performs manual labor and semiskilled work in the landscaping and maintenance of County grounds and planted areas. Work is performed under continuing supervision.

ESSENTIAL FUNCTIONS OF THE JOB:

Maintains lawn areas with riding mower, push mowers, string trimmers, edgers, and blowers.

Rakes and blows leaves.

Plants annuals and shrubbery in selected flower beds and around building perimeters as designated.

Places topsoil; grades, seeds, and fertilizes County grounds as directed.

Waters lawns and shrubs as directed.

Removes weeds from planted areas.

Trims and shapes shrubbery.

Clears snow from sidewalks and makes passageways around the County buildings as needed.

Maintains grounds-keeping equipment by performing preventive maintenance and minor corrective maintenance.

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

Moves office furniture, boxes, etc., as requested, including voting machines.

Assists in building maintenance/repair/renovations and special construction projects 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 other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Operates grounds-keeping equipment, power tools, and hand tools. Drives County vehicle to assigned work location. Duties are performed outdoors in all weather conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the techniques of landscaping and grounds care.

Ability to perform strenuous physical labor.

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

Ability to deal courteously with the public.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

Some 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:

Must possess a valid driver's license and have an acceptable driving record based upon James City County's criteria.