

GROUNDS MAINTENANCE SPECIALIST
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DEPARTMENT: County Administration/Facilities Management

NATURE OF WORK:

Performs skilled and lead work.

Serves as working supervisor for the landscaping and maintenance of county parks and other grounds and planted areas. Works under the general supervision of the Parks and Grounds Maintenance Superintendent. The position supervises the Grounds Maintenance staff in the absence of the Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB:

Establishes schedules for the maintenance of County grounds and planted areas.

Supervises assigned personnel and/or 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, etc.; operates vehicles, grounds-keeping equipment, power- and hand-tools.

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

Assigns work, assists in the selection of new employees; 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.

Moves office furniture, assists in building renovations, and special construction projects, etc.

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

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

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 duties as required.

OTHER DUTIES PERFORMED:

May operate multi-axle truck with trailer to transport pieces of equipment.

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 landscaping and grounds care techniques.

Considerable knowledge of grounds-keeping procedures and equipment.

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

Ability to operate large gaso line-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 deal courteously with the public.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred; extensive experience in the operation of grounds keeping equipment and in landscape techniques; experience in 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:

Must possess and maintain a valid Virginia driver's license, and have an acceptable driving record.