



## City of Irving Job Description

### Groundskeeper I

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Parks and Recreation
<b>Job Code:</b>	30722 (FT) / 99665 (PT)	<b>Reports To (Job Title):</b>	Crew Leader

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#### PURPOSE

To maintain city property grounds, parks and fields, which may include planting and maintaining color and beautification areas in parks and greenhouse. Also, to perform a variety of skilled tasks in maintenance and upkeep of City parks and beautification areas.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Operate a mower to cut lawns, parks and fields.
- Trim and edge around walks, flower beds and walls.
- Prune shrubs, trees, and/or ornamental plants to shape and improve growth or remove damaged leaves, branches or twigs.
- Water lawn & shrubs; fertilize and/or weed grass, fields and flowerbeds.
- Maintain equipment in good working condition, which includes making minor repairs, such as to lawn mowers, spreaders, gardening hand tools, weed cutters, and edging tools. May be assigned to perform minor irrigation repairs, and/or repairs to structures such as greenhouses and landscape beds.
- Clean park restrooms.
- Rake and bag leaves; Clean grounds and remove litter.
- Maintain cleanliness of parking area and pavement around City property.
- Perform related duties as assigned.

#### If assigned to Horticulture Team:

- Condition and prepare soil, plants seeds, seedlings or bulbs in greenhouse or outdoor growing areas.
- Treat, transplant and/or thin plants in growing areas as scheduled so as to maintain the health of plants and beauty of display; prepare plants for installation in greenhouse or outdoor display areas;
- Apply herbicides, insecticides and other chemicals as needed.
- Attend horticulture training to stay updated on new horticultural practices and landscape maintenance.

#### OTHER DUTIES AND RESPONSIBILITIES

- Paint fences and outbuildings.
- Assist in maintenance of irrigation systems, drinking fountains and water fountains.
- Repair fences, gates, walls and walks

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position has no specific financial responsibilities.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

### **EXPERIENCE**

- Minimum of six (6) months of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- *If Assigned to Horticulture Team*, ability to obtain Chemical Applicator License within one (1) year of hire is required.

### **KNOWLEDGE OF**

- **Grounds Maintenance:** Practices involving proper operations of grounds maintenance equipment to take care of the grounds.
- **Construction Principles:** Materials, methods and the appropriate tools to construct objects, structures and buildings.
- **Maintenance Principles:** Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair and efficiency.
- **English Language:** The structure and content of the English language, including the meaning of words and grammar.

*If Assigned to Horticulture Team:*

- **Applied Math:** concepts such as fractions, percentages, ratios, and proportions.
- **Horticulture Maintenance:** Detailed knowledge on plant cultivation and maintenance practices.

## SKILLS AND ABILITIES IN

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Basic Instructions: Carrying out simple one- and two-step oral instructions.
- Speech Recognition: Identifying and understanding the speech of another person.
- Reaction Time: Quickly responding (with the hand, finger or foot) to signals (sound, light, picture, and so on).

*If Assigned to Horticulture Team:*

- Visualization: Imagining how something will look after it is moved or rearranged.
- Basic Reading & Instruction Comprehension: Reading and interpreting documents; carrying out basic multi-step instructions.

## GUIDANCE RECEIVED

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position. **Note:** At supervisor's prerogative, instructions may be more detailed.

## CONTACTS

Internal and external customers, other departments and training groups; *based on assignment:* vendors.

## EQUIPMENT AND PROPERTY

Grounds maintenance equipment – various mowers, trimmers, hand tools and power equipment, safety items for median maintenance, etc. Also, may operate City vehicles.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to balance, carry, climb, listen, push, pull, reach, see, stand, and/or walk. Frequently, s/he is required to drive a vehicle, grasp, handle, feel, kneel, lift up to 50 pounds, and/or sit. S/he occasionally is required to stoop and/or talk.

*Alternatively, if assigned to Horticulture Team:* The employee constantly is required to grasp, handle, feel, pull, push, and/or reach. Frequently, s/he is required to balance, carry, crawl, drive a vehicle, kneel, and lift up to 50 pounds, listen, sit, and/or stoop. S/he occasionally is required to climb and/or stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to extreme vibration, dirty environment, outside weather conditions, and/or moving mechanical parts. The employee occasionally is exposed to electrical hazards and/or high and precarious work places. The noise level in the work environment is usually high.

*Additionally, if assigned to Horticulture Team:* The employee occasionally is exposed to air contamination, and/or toxic or caustic materials.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.