



## City of Irving Job Description

### Groundskeeper II

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	30662	<b>Reports To (Job Title):</b>	Crew Leader

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#### **PURPOSE**

To maintain grounds of City property, parks, and fields.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Provide functional supervision as lead worker in absence of crew leader.
- Operate a mower to cut lawns, parks and fields.
- Trim and edge around walks, flower beds and walls.
- Prune shrubs and trees to shape and improve growth or remove damaged leaves, branches or twigs.
- Water lawn and shrubs.
- Fertilize grass, fields and flowerbeds.
- Sharpen tools such as weed cutters, edging tools and shears.
- Maintain equipment in good working condition.
- Clean park restrooms.
- Perform related duties as assigned.
- Rake and bag leaves.
- Clean grounds and remove litter.
- Maintain cleanliness of parking area and pavement around City property.
- Make minor repairs on equipment, such as lawn mower and spreader.

#### **OTHER DUTIES AND RESPONSIBILITIES**

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

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-3 employees.

## **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 two (2) years of related experience.

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

- Appropriate valid Texas driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Grounds Maintenance: Practices involving turf cultivation, automatic irrigation systems, horticulture, and chemical applications.
- 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.

### **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 understand 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).
- Reading Comprehension: Reading and interpreting documents.

## **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.

## **CONTACTS**

Internal and external customer, other departments and training groups.

## **EQUIPMENT AND PROPERTY**

Grounds maintenance equipment – various mowers, trimmers, hand tools and power equipment.  
Operates 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.

## **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. Occasionally, s/he is exposed to electrical hazards and/or high and precarious work places. The noise level in the work environment is usually high.

\* 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.