

## GORDON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:                    GROUNDKEEPER – PARKS & RECREATION**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform landscaping and maintenance work in County parks and facilities. Also may perform general janitorial and light maintenance work in the care of County buildings, grounds, and surrounding areas.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Performs a variety of landscaping and maintenance duties; mows, weed eats and edges grass; plants flowers, trees, sod, and shrubs; clears leaves, tree limbs, trash and other debris from park areas; spreads and hauls ground cover, dirt, or mulch; prunes trees and shrubs; weeds flower beds; spreads grass seed; maintains, rakes and lines ball fields; cleans and disinfects bathrooms; strips, waxes and buffs floors, etc.

Operates a County vehicle; conducts pre- and post-trip inspections, including checking all fluids, gauges, lighting, mirrors, tires, body damage, seats and seatbelts, cleanliness of vehicle, etc.; loads and unloads materials, supplies and equipment as needed to complete assigned projects; reports all problems or necessary repairs to appropriate personnel immediately; completes and maintains inspection, gas usage and other associated documentation.

Communicates with supervisor, County employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a variety of machinery, equipment and tools, to complete essential functions to include the use of commercial-grade, County-owned vehicles and trucks, tractors, pruners, shears, chain saw, weed eater, mower, rakes, paint machine, or other equipment.

Must be willing to work a flexible schedule including nights, weekends and holidays.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; some previous experience in landscape and facility maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of weight up to 50 pounds.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, heights, machinery, vibrations, traffic hazards, bright/dim lights, animal/wildlife attacks, or animal/human bites.

*Gordon County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*