



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Grounds Maintenance Worker</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director of Facilities Maintenance</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>03/2017</u>
<b>DEPARTMENT:</b> <u>Facilities and Grounds Maintenance</u>	<b>JOB CODE:</b> <u>801</u>	

**SUMMARY:**

Mows grass, rakes leaves, picks up paper and trash, removes dead trees and limbs, trim trees, limbs, and shrubs. Sprays for insects and disease, fertilizes plants, plants trees and shrubs, sows grass, lays sod and mulch, performs hand grading, excavating, and shovel work. Performs normal maintenance on grounds equipment. Maintains maintenance equipment in good order.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Mows lawns and trims grass around walks, flower beds and walls. Prunes shrubs and trees to shape and improve growth. Removes damaged branches and twigs using hand and power tools. Lays out and tends flower beds or other decorative vegetation. Plants, fertilizes, waters and uses herbicides and insecticides to maintain grass, flowers, trees and shrubs. Operates brush hog with tractor.

Removes snow and ice from walks, driveways, and parking lots. Spreads salt, picks up litter, rakes, and bags leaves. Maintains driveways and parking lots.

Performs routine cleaning and maintenance on gardening and grounds equipment. May operate trucks and assorted power equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, and pruning saws. Assists maintenance staff with projects during winter months. May perform other duties and responsibilities as assigned.

**KNOWLEDGE AND SKILL:**

1. Skilled in the operation of mowers and standard hand and power tools.
2. Some knowledge of applicable Boone County Policies and Procedures.
3. Some knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
4. Good knowledge of OSHA regulations and of safety procedures related to maintenance activities and tools.
5. Skill in communicating with managers and employees to diagnose problems and identify approaches for repair.
6. Skill in reading documents such as operating and maintenance instructions and procedure manuals.
7. Some knowledge of computers for timekeeping purposes.

**PHYSICAL DEMANDS:**

Position requires CONTINUOUS talking and hearing side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs, operate mechanical equipment; and performing work in unusual and sometimes difficult positions. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. FREQUENT squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet; sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate equipment controls.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, and oils. This position is frequently exposed to moving mechanical parts. This position is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**MINIMUM QUALIFICATIONS:**

A high school diploma or GED is required. Lifting is a common, everyday occurrence; at times the ability to lift over 50 pounds is required. Must have a valid Missouri driver's license.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*