

**NORTH AUGUSTA, SOUTH CAROLINA  
JOB DESCRIPTION, SEPTEMBER 2004**

**JOB TITLE: GROUNDWORKER II  
PROPERTY MAINTENANCE DIVISION - PUBLIC SERVICES**

**GENERAL STATEMENT OF JOB**

Under regular supervision, operates light equipment and vehicles and performs semi-skilled and unskilled work in the maintenance of City grounds. Performs related duties as assigned. Reports to the Property Maintenance Foreman.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Operates light equipment to maintain and cut roadside grass, remove overhanging tree limbs, maintain right-of-ways and retention ponds, etc.

Grades surfaces for landscaped areas, roads and other projects.

Operates vehicles and trucks to haul materials, equipment and debris to and from various sites; transports workers to and from job sites as necessary.

Performs general grounds keeping work as assigned, including but not limited to installing landscape materials, mowing grass, removing weeds, pruning trees and shrubbery, edging, blowing / removing debris, spreading mulch, applying herbicides and pesticides, etc.

May operate street sweepers to maintain City streets.

Assists in maintaining irrigation systems.

Builds retaining walls, walkways, benches, etc.

Sets up traffic control devices for work site safety; flags traffic as necessary.

Maintains assigned vehicles, equipment and tools.

Performs all work in compliance with plans, specifications, codes, regulations, and standards of quality and safety.

Responds to emergency situations 24 hours per day, seven days per week, as required.

Prepares accurate and complete work records as required.

Receives and responds to public inquiries and requests for assistance in areas of responsibility.

Refers to policy and procedure manuals, equipment manuals, safety manual, maps, etc.

Operates equipment which may include a vehicle, tractors, blower, trencher, tiller, weed eater, mowers, etc.; operates a telephone and two-way radio.

Uses items which may include safety gear and equipment, mechanic’s tools, masonry and concrete tools, measuring devices, landscaping tools and materials, various hand and power tools, chemicals, etc.

Attends training, meetings, etc., as necessary to enhance job knowledge and skills.

**ADDITIONAL JOB FUNCTIONS**

Assists other department crews with assignments as needed.

Spreads sand on roadways in inclement weather.

Cleans up storm debris, spills on roadways, etc.

Assists with construction and demolition projects.

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by six to nine months of experience in groundskeeping, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess valid state driver’s license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds) and occasionally heavier weight (up to 100 pounds).

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, work orders, technical drawings, etc. Requires the ability to prepare records, forms, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using specialized machinery; to operate vehicles and heavy equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a significant degree.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the Public Works / Utilities Department as they pertain to the performance of duties of the Groundworker II. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to operate vehicles and light equipment with skill and safety. Has knowledge of groundskeeping methods, tools and equipment; has the ability to assist with landscape installation and maintenance work. Has working knowledge of and skill in irrigation system installation and maintenance. Has general knowledge of public utilities maintenance and repair work and is able to assist crews in the construction, maintenance and/or repair of water / wastewater system components and streets / drainage system components. Has knowledge of the machinery, materials and supplies required for daily maintenance and repair work. Has knowledge of applicable occupational hazards and safety precautions. Is able to work effectively despite occasional exposure to heat / cold, odors, toxic agents / hazardous materials, noise, wetness, humidity, machinery hazards, traffic hazards, dusts, vibrations, working in confined spaces, traversing uneven terrain, etc. Knows how to react calmly and quickly in emergency situations. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to prepare simple records and reports with accuracy and in a timely manner. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of basic mathematics.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of

responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**