



## CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position:	Grounds Maintenance Worker II
Department:	Public Assets
Position Grade:	15
Supervisor:	Parks Division Supervisor
FLSA Status:	Non-exempt
Revision date:	October 2015

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### POSITION SUMMARY

The Grounds Maintenance Worker works under the direction of the Parks Division Supervisor, maintains grounds of parks and other City properties, works with Community service leader for assigning work detail to and overseeing community service workers.

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### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Schedules and completes grounds maintenance activities
    - 1.1 Transports and operates grounds maintenance and other equipment
    - 1.2 Plants flowers, trees, shrubs and lays sod.
    - 1.3 Cuts lawns and edges around walks, flower beds and walls
    - 1.4 Prunes shrubs and trees
    - 1.5 Sprays lawns, shrubs, and trees with fertilizer or insecticide
    - 1.6 Rakes and disposes of leaves
    - 1.7 Maintains watering schedule
    - 1.8 Cleans up litter and other debris
    - 1.9 Removes snow from City properties
  2. Assists and oversees community service workers
    - 2.1 Delegates work detail assignments to community service workers.
    - 2.2 Drives community service workers to and from worksites.
    - 2.3 Demonstrates and instructs community service workers on how to perform duties.
    - 2.4 Assist in the completion of work detail assignments.
    - 2.5 Records completed projects.
    - 2.6 Records and reports daily number of work hours completed by each community service worker.
    - 2.7 Reports work problems with community service workers to the Parks Division Supervisor.
  3. Must complete a minimum one year working on the various City owned properties and equipment
  4. Repairs power equipment, restroom facilities, sprinkler systems and playground equipment
  5. Operates graffiti removal equipment.
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### MINIMUM QUALIFICATIONS

#### EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and one year related experience, or any equivalent combination of related education and experience.
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of grounds and building maintenance procedures.
  2. Skill in the operation and minor repair of grounds and building maintenance equipment; skill in the operation of personal computers;
  3. Ability to communicate effectively both verbally and in writing; ability to work with difficult and uncooperative individuals.
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#### PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands and arms to operate objects, tools or controls. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

The employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

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#### SIGNATURES

This job description has been approved by all levels of management:

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_