

Job Description: PART TIME GROUNDSKEEPER

Class No.		Department:	Building Maintenance
Position No.	517-4460	EEOC Category:	Service/Maintenance
Grade/Step:	4/1	FLSA:	Non-exempt-Part Time

SUMMARY OF POSITION

This position performs manual and machine-assisted tasks in maintaining the grounds around county buildings.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Building Maintenance Director. This is a non-supervisory position that has contact with other county personnel and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sweeps and cleans sidewalks, outside stairways, and curb areas around buildings.

Waters lawn areas sufficiently to keep them in good condition.

Plants flowers and maintains flowerbed areas as instructed.

Picks up trash on or around the grounds and parking areas of the courthouse and disposes of it appropriately.

Trims trees and bushes and rakes leaves as needed, properly disposing of trimmings.

Sprays shrubs and other plants for insects and diseases; and

Fertilizes grass and plants.

Performs such other duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 10 pounds. Work is primarily conducted outdoors. The noise level in the work environment is usually moderate.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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Knowledge of the safe operation of grounds maintenance equipment.

Skill to understand and follow instructions; learn to operate power and hand-operated equipment used in trimming and maintaining grounds around county buildings; and tolerate outside working conditions, including exposure to adverse weather conditions.

ACCEPTABLE EXPERIENCE AND TRAINING

No specific education or training required.

CERTIFICATES AND LICENSES REQUIRED

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

COMMENTS

Guadalupe County 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 employees and incumbents to discuss potential accommodations with the employer.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.

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