

CONEJO RECREATION & PARK DISTRICT

Job Title: Grounds Worker I

Division: Parks & Planning

Summary:

Under supervision, performs skilled and semi-skilled activities of grounds landscaping and maintenance in accordance with District policies and procedures; performs preventive maintenance of properties owned by the District.

Essential Duties and Responsibilities:

- Prunes shrubs and trees to shape and improve growth, using hand and power saws.
- Maintains turf areas by mowing, edging, weeding, fertilizing, spraying with insecticides and herbicides, aerating, and watering.
- Plants and removes trees, shrubs and plants.
- Installs, repairs, and maintains sprinkler systems.
- Prepares athletic fields, play areas, and related facilities.
- Performs a variety of landscape and ground maintenance tasks, including debris and graffiti removal, keeping park areas clean and safe.
- Operates a variety of power tools, hand tools, and motor driven equipment such as trucks and tractors.
- Loads and unloads equipment, supplies, and refuse.

Other Duties and Responsibilities:

- Paints parking lot lines and curbs, seal coats parking lots.
- Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to park visitors and to other employees.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
Ability to perform these operations using units of money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

California Driver's License

Supervisory Responsibilities:

This job has no supervisory responsibilities, but may direct student or court referral workers.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme heat and risk of electrical shock.
The noise level in the environment is loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is frequently required to stand; walk over uneven terrain; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit; climb or balance and taste or smell. The employee is frequently required to lift up to 50 pounds, and occasionally required to lift up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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JD2011 Reviewed 7/06

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.