

CONEJO RECREATION & PARK DISTRICT

Job Title: Groundskeeper III

Division: Parks & Planning

Summary:

Under general supervision, performs a variety of specialized and complex skilled grounds maintenance, landscape and light construction tasks; works with a high degree of independent judgment and interpretative ability; ensures daily workload is carried out through individual and cooperative efforts; organizes subordinate personnel and volunteers in performing specialized maintenance and light construction activities; organizes tasks with user groups; performs preventive maintenance of District properties; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Routinely interacts with and coordinates activities for a variety of user groups to include scout and other community groups.
- Maintains turf and landscaped areas by mowing, edging and weeding; assists with fertilizing, spraying with insecticides and herbicides, aerating and watering.
- Plants and removes trees, shrubs and plants; prunes shrubs and trees to shape and encourage growth, using hand and power saws as assigned.
- Installs, inspects, repairs and maintains irrigation systems such as replacing automatic and manual irrigation valves, irrigation lines and irrigation heads; inspects functioning of controllers and repairs as necessary to provide proper irrigation.
- Prepares athletic fields and maintains play areas and related facilities.
- Sprays landscaped areas with herbicides, pesticides, fungicides and rodenticides as directed; maintains accurate pesticide-use records.
- Blows, sweeps and washes sidewalks, roadways, parking lots, tennis courts, and other hard-scapes to maintain in a clean, safe and orderly condition.
- Performs specialized light construction and maintenance tasks; operates a variety of power tools, hand tools and motor-driven equipment such as trucks and tractors.
- Ensures supplies and equipment are properly maintained and stored; reports supplies and parts that need to be ordered and/or requisitions supplies and parts as designated.
- Patrols park area to assist the public and keep the park safe.
- Maintains daily work records, hazardous materials records and restricted pesticide-use records.
- Attends meetings; participates in safety training.
- Weekend work and rotating schedules may be required.

Other Duties and Responsibilities:

- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- May provide work guidance to other grounds, contract and administrative support staff; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and three years of related landscape and grounds maintenance experience and/or training; or an equivalent combination of education and experience. Previous experience in a District Groundskeeper role is desirable.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small-group situations to other employees and to visitors.

Math Ability:

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

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions provided in written, oral, diagram or schedule form.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.

- All full-time employees require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Other Required Skills:

Use of word processing and spreadsheet programs.

Supervisory Responsibilities:

This job has no supervisory responsibilities but may provide lead-level work direction to Groundskeepers, contractors, temporary and volunteer workers, and user groups.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions including rain, sun and extreme heat for extended periods. The employee is frequently exposed to moving equipment and mechanical parts, fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals and pesticides. The noise level in the environment is loud.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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, balance or smell. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

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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.