

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**General Service Worker (Park and Rec Grounds Keeper)**

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Public Works

**REPORTS TO:** Land Use Manager

**PURPOSE/OBJECTIVE OF JOB:** Under close supervision, cleans, repairs and maintains all park and recreation grounds, green belts, street medians, and other areas designated.

**LEVEL OF SUPERVISION REQUIRED:** Moderate.

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(NOTE: All duties are considered essential because there are limited persons in this position.)

1. Mows grass on City maintained property.
2. Trims and maintains trees, shrubs, flowers and turf on City maintained property.
3. Assist in maintaining, repairing, installing and operating irrigation systems on City maintained property.
4. Uses hand tools and other equipment required for work.
5. May apply herbicides, pesticides and fertilizers as directed.
6. Polices park areas for damage, nuisances, garbage, and repairs needed.
7. Performs a variety of general building maintenance and custodial duties.
8. Paints and repairs recreation equipment.
9. Drags and lines athletic fields.
10. Performs routine maintenance to assigned tools and equipment.
11. Performs a variety of seasonal duties.

**MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Reports the need for maintenance and repair on areas beyond scope of duty.
2. Run errands as necessary.
3. Corrects or reports any safety or fire hazards.

4. Reports any unauthorized persons or other security problems.
5. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of methods, materials, tools and equipment used work.
2. Knowledge of proper safety and handling procedures for chemicals used in work.
3. Knowledge of use and minor maintenance of hand and power tools and equipment used in work.
4. Knowledge of safety practices and equipment related to work.
5. Skilled in cleaning and maintaining assigned areas and equipment efficiently.
6. Skilled in performing minor building maintenance work, including carpentry, plumbing, painting and electrical work.
7. Understands and follows written and oral instructions.
8. Can complete assignments with limited supervision.
9. Ability to establish and maintain effective working relationships with those contacted in the course of the work.
10. Ability to use and maintain tools and equipment required for the work.
11. Other duties as assigned.

**MARGINAL POSITION REQUIREMENTS:**

1. Valid California Drivers license and good driving record.
2. High School Diploma or GED equivalent.
3. Must be at least 18 years of age.

**ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Communicate and work effectively with public and employees.
5. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: See Attached CA RU-91.

Ability to: Perform one or more of the following functions simultaneously: reach, turn, walk from one location to another, handle, read, write, speak clearly and correctly, sit, hear, climb, stoop, kneel. Visual acuity (near-under 20 inches, far-over 20 feet).

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, crawl, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise intensity levels; moderate to occasionally severe.  
Must wear safety goggles when dealing with hazardous conditions.  
Working under mechanical hazards: Continuous.  
Employee is required to wear hard hat when on construction sites.  
Working around fumes/odors: Continuous  
Possible exposure to chemicals, such as herbicides, and pesticides.  
Working around other hazardous conditions: Frequent.  
Employee is required to wear safety shoes.  
May be exposed to chemicals, gas, and other toxins.  
Work outside in all kinds of weather conditions. (Must work in hot summer weather and sunshine) Desired to wear UV protection

**ADA/EEOC Job Description 2006**