

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

CLASS TITLE: GROUNDSKEEPER I

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain the grounds of City parks under direct and general supervision. The class is responsible for generic lawn maintenance such as mowing, trimming and planting. Operates small trucks and other types of machinery related to groundskeeping work. Reports to the Groundskeeper II.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Maintain grounds at City parks performing such landscaping duties as cutting grass, fertilizing and irrigating grounds, trimming grass along right-of-ways, etc. Transports and plants new vegetation; transplants, mulches, fertilizes, detaches, waters and prunes flowering plants, trees and shrubs; waters lawns, plants, fertilizes, trims, prunes and irrigates flower beds, shrubs and bushes as necessary. Rakes, grades, excavates, and prepares grounds. Performs all required tasks associated with running/operating the greenhouse.

Removes soil, rubbish, leaves and other refuse from grounds; ensures public spaces are free of litter; empties recycling containers. Picks up garbage and trash on city trucks, putting up Christmas decorations, cleaning jail cells, basic carpentry work and directing the work activities of prisoners.

Inspects assigned areas making certain they are properly maintained.

Employs irrigation methods to adjust the amount of water consumption and prevent waste.

Cleans maintenance equipment and work trucks; reports maintenance needs to supervisor, performs general preventative maintenance on equipment/ trucks such as checking fluid levels, tire pressure, adding fuel, water, oil, air, etc.; ensures trucks and equipment are kept clean and in proper operating condition. May do complete small engine repairs up to and including total engine rebuilds as time permits.

Operates and maintains various types of equipment and tools in the performance of duties such as a dumptruck, tractor, lawn mower, weedeater, etc.

Repairs, paints and/or installs benches, playground equipment, picnic tables and guardrails.

Assists in arranging tables and chairs in preparation for City meetings, special functions, etc. May assist in building exhibits.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

CLASS TITLE: GROUNDSKEEPER I

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires serving others such as the general public, attending to their requests and exchanging information with them.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools, or equipment requiring brief instruction or experience such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes, as well as power lawnmowers, chain saws and electric clippers.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-routine work with occasional problems.

MATHEMATICAL REQUIREMENTS:

Requires performing basic addition and subtraction.

LANGUAGE REQUIREMENTS:

Requires comprehending simple signs and labels; understanding routine lists of instructions when explained; little or no reading or writing required by the job; basic speaking skills not necessarily including complete sentences.

MENTAL REQUIREMENTS:

Requires performing simple, repetitive manual tasks following a few definite procedures; requires minor short term planning; requires little attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires instruction that is sufficient for satisfactory job performance.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina drivers license

EXPERIENCE REQUIREMENTS:

Minimum of six months to one year as a groundskeeper, or equivalent.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

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Requires medium work that involves walking, standing, and stooping all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals and wildlife, heights, traffic, and moving machinery.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires very few decisions, affecting only the individual; work in a very stable environment with clear and uncomplicated written/oral instructions.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.

EXCELLENT EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER I

\$12.30 - \$14.48/hour DOE

The City of Cayce is accepting applications for the position of Groundskeeper I to work under direct to general supervision in the City's Parks/Grounds Division. Performs such tasks as landscaping duties, cutting grass, to include trimming along street right-of-ways, etc. Duties would also include parks and grounds maintenance. Operates and maintains various types of equipment and tools in the performance of duties such as a lawn mowers, weed trimmers, etc. Must be able to work satisfactorily with the general public on a frequent basis. **MUST have previous experience in related work.**

Requirements include a high school diploma or equivalent. Preference given to individuals who have experience in municipal parks/grounds.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.caycec.gov **A valid South Carolina Driver's License Class A with a good driving record is required. Must provide DMV report at first interview. Application required. E.O.E.**