



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## GROUNDS MAINTENANCE WORKER

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 29 <b>Job #:</b> SA08
--	--	---

### JOB SUMMARY

This is an intermediate level position performing Grounds Maintenance Worker job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level apply basic skills while developing specialized skills in procedures, operations, techniques, tools, materials and equipment appropriate to area of specialization. Established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Inspects grounds and performs landscape maintenance work including weed abatement with chemical spraying; application of chemical and granular fertilizer; tree trimming.
2. May occasionally direct activities of a small work group.
3. Operates of equipment such as fork lift, manlift, dump truck and water truck.
4. Operates and maintains of tools such as chainsaws, mowers, weedwacker, power blower, hand tools and sprayers.
5. Operates and maintains landscape irrigation systems.
6. Performs other related Grounds Maintenance Worker job duties as required.

### EMPLOYMENT STANDARDS

## MINIMUM QUALIFICATIONS

**Education and Experience:** High school diploma or general education development test (GED) and two years of relevant experience.

**Required Knowledge of:** Landscape maintenance, equipment operation, landscape irrigation systems; usage of tools and equipment as required; safe application of weed abatement products and granular and chemical fertilizers; current office technology and equipment.

**Required Skills and Ability to:** Utilize tools and equipment as required; perform landscape work safely; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

## CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

### Certificates

- Herbicide and Pesticide Certification
- Manlift Certification
- Forklift Certification

### Licenses

- Valid California Class B (airbrake endorsement) that allows you to drive in the course of your employment

### Registrations

- None

## PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS

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

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.