

# ***City of Coalinga***

***155 W. Durian Avenue***

***Coalinga, CA 93210***

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## ***Groundskeeper***

***Pay Class: 18 General***

***FLSA Non-Exempt***

### **DEFINITION**

Under general supervision of the Public Works Supervisor, performs a variety of manual tasks involving the maintenance of all City-owned properties and vacant lots, including green spaces, parks, landscaping, parkways, median islands and other right-of-ways, facilities; and other tasks as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Provides landscaping maintenance, mowing, weeding, edging, irrigating, irrigation system installation and repair, fertilizing and application of herbicides necessary for proactive maintenance in compliance with all City rules, regulations and ordinances.
- Works as a member of a maintenance crew.
- Lifts, moves, loads and unloads heavy objects including boxes, rocks/stones, gravel, dirt, asphalt, concrete, meters, and other materials and equipment as directed.
- Loads and unloads equipment.
- Operates a variety of grounds-maintenance equipment, including but not limited to large mowers, tractors, and service trucks.
- Maintains accurate records and submits productivity reports.
- Removes weeds, debris, and clears away undergrowth.
- Cleans and cares for tools and equipment used on the job.
- Carries out daily pre-use inspections of equipment and performs other regular safety, maintenance, and cleanliness checks as required.
- Provides buildings and grounds maintenance including custodial services.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** High school diploma or equivalent. Specialized training in a related field is highly desirable.

**Experience:** Any combination of training and experience in a related field that would provide the knowledge and ability to perform the essential duties is qualifying.

**Licenses:** Valid California State Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

**Knowledge, Skill and Ability:** Ability to operate various types of grounds equipment; perform a variety of semi-skilled and sometimes skilled maintenance and construction work; perform heavy manual labor; work effectively with indirect supervision; understand and carry out oral and written directions; analyze grounds maintenance problems, evaluate alternatives and recommend corrective action.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Sufficient mobility to work outdoors, in hot and cold weather; sufficient mobility to ascend or descend ladders, scaffoldings, stairs, or inclined surfaces; ability to reach, lift, load or unload heavy materials; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands); ability to see well enough to read small print, gauges, and instruments; see distances sufficient to see oncoming traffic, read signs, and hazards; subject to loud noise and dirty (dusty or muddy) work conditions. Individuals must exercise good judgment, be flexible, creative, and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by:  4/12/22  
Marisa Trejo, City Manager Date