GROUNDS MAINTENANCE TECHNICIAN
Pulaski County

Department: Grounds Maintenance
Supervision Exercised: None
Supervision Received: Grounds Maintenance Supervisor
Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/Full-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Commercial Pesticide Technician Certification, Drug & Alcohol Testing, Background Screening, Current Driver's License, & Driving Record Required.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required

Work Hours: Monday thru Friday, 6:30 a.m. until 3:00 p.m. Some evenings, weekends, and holiday work required.
Benefits Eligible: Yes
Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: Performs routine mowing, landscaping, grounds maintenance, and upkeep of assigned County properties to maintain safe, clean, and attractive outdoor areas. Operates, maintains, and performs routine maintenance and minor repairs on grounds maintenance equipment and assists with the transportation of equipment and materials as directed. Performs seasonal maintenance, special projects, special event setup, and Countywide work assignments as needed. Maintains safe outdoor areas for employees and the general public and follows established safety procedures and work practices. Works cooperatively with the Grounds Maintenance Supervisor, Assistant Grounds Maintenance Supervisor, and other County employees to complete assigned work efficiently and effectively. Performs other related duties as assigned and maintains dependable attendance to meet the operational needs of the department. Maintains regular and reliable attendance and reports to work as scheduled and on time to perform the essential functions of the position. Physical presence at assigned work locations is required, and the essential functions of this position cannot be performed remotely.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

RESPONSIBILITIES:

- Performs mowing/maintenance duties that enhance the appearance of assigned properties
- Warm months require concentration on keeping all properties mowed on a daily basis
- Cold months require performing special projects/duties as assigned in the upkeep of all properties
- Perform duties that provide for a safe outside environment for the general public
- Performs routine grounds maintenance and maintains appearance of grounds maintenance at all times and as directed by the supervisor
- Modifies, repairs, and maintains all equipment associated with the job at all times
- Sets up for special events as well as providing assistance in manual labor on countywide projects as needed
- Conscientious of team work to benefit the overall County

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Knowledge of groundskeeping, landscaping, mowing, and general property maintenance practices
- Knowledge of the safe operation, care, and basic maintenance of grounds maintenance equipment and tools
- Knowledge of workplace and public safety practices applicable to outdoor maintenance activities

Skills

- Skill in operating lawnmowers, landscaping equipment, hand tools, and related machinery
- Skill in identifying equipment malfunctions and performing routine adjustments and repairs

Abilities

- Ability to perform physically demanding outdoor work under varying weather and seasonal conditions
- Ability to prioritize tasks and manage multiple maintenance assignments efficiently
- Ability to recognize potential safety hazards and take appropriate corrective action
- Ability to follow oral and written instructions and established procedures
- Ability to work independently and collaboratively as part of a team
- Ability to exercise sound judgment and initiative when addressing routine maintenance issues
- Ability to communicate effectively with coworkers, supervisors, County personnel, and members of the public

ADA REQUIREMENTS: The Grounds Maintenance Technician must be able to stand, walk, bend, stoop, kneel, reach, lift, carry, push, and pull equipment, tools, materials, and supplies. The position may require lifting and carrying items weighing approximately 50 pounds or

more, depending on the assigned task, and may involve repetitive or occasional heavier lifting with assistance or appropriate equipment as needed. The employee must be able to safely operate and maneuver grounds maintenance equipment and hand tools; work outdoors for extended periods in varying weather conditions; and navigate uneven, sloped, wet, or otherwise challenging terrain. The employee must have sufficient manual dexterity required to operate keypads, push buttons, and switches; visual and auditory ability, stamina, and physical capacity to safely perform routine maintenance activities, recognize potential hazards, and respond to instructions and safety warnings.

EDUCATION AND EXPERIENCE:

- High school Diploma or GED preferred.
- One year of experience in grounds maintenance, landscaping, lawn care, property maintenance, equipment operation, or a closely related field preferred.
- Experience operating and performing routine maintenance on groundskeeping equipment is desirable.
- An equivalent combination of education, training, and relevant work experience may be considered.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures.
- Maintains confidentiality with all vendors and employee transactions and activities.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County.

TRAINING AND JOB DEVELOPMENT:

- Successfully completes any required job-specific training as assigned.
- Completes and maintains all mandatory safety, compliance, and regulatory training in accordance with County policy and applicable federal, state, and local requirements.
- Participates in staff meetings, training sessions, and collaborative discussions to identify opportunities for improving departmental operations, efficiency, and customer service.
- Demonstrates a commitment to continuous professional development by acquiring new knowledge, skills, and certifications applicable to the position

Note: This job description is not intended to be all–inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***without*** **accommodation**.

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***with*** **accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

_____

_____

_____

Employee Name: _____
(Please print)

_____ _____
Employee Signature Date