

CITY OF ELMA
JOB DESCRIPTION

Job Title: Utility Worker/Park Groundskeeper

Department: Public Works

Reports to: Public Works Director

Effective Date: _____

This is a full-time, Fair Labor Standards Act non-exempt position. The Utility Worker/Park Groundskeeper is not a Civil Service employee.

Major Function and Purpose

Under general supervision of the Public Works Director, the Utility Worker/Parks Groundskeeper is primarily responsible for landscape and facility maintenance in municipal parks, and care and upkeep of various decorative City street amenities, in a manner such that they are clean and attractive at all times.

The individual in this position shall perform the regular and recurring maintenance work utilizing equipment as authorized and available to accomplish the work.

General Function

Under general supervision of the Public Works Director, the individual in this classification must be competent to perform proficiently and independently, assignments of a recurring and regular nature. This person will normally work in accordance with specific procedures and known practices, shall have or gain adequate knowledge of turf maintenance and be capable of trimming and pruning trees and shrubbery.

This position will also aid in the general daily activities of other City systems consisting of water, wastewater, street, storm and cemetery facilities. State Certification of Water Distribution Operator 1 is required within 1 year of employment.

Supervision Responsibilities

This is a non-supervisory position.

Job Duties and Responsibilities

The Job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by

a supervisor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of the responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Grooms and waters the lawn
- Mows, trims and edges parks and public grounds, sidewalks, cemeteries, islands and median strips, using hand or power tools as required
- Plants and maintains turf, trees and shrubs as directed
- May be directed to apply weed killing chemicals, fertilizers, insecticides and other chemicals to turf areas, trees and shrubs
- Trims Shrubbery
- Performs all other aesthetic maintenance upon the cemeteries, city parks and other public grounds
- Digs up ground for flower beds, etc., using a variety of hand and power tools.
- Operates power driven or rotating machinery
- Performs minor repair of equipment
- Uses power tools and equipment, such as small riding mowers, 72" mower, drill, chain and circular saw, sander, grinder and other related tools and equipment
- May operate heavy equipment, commercial and light duty trucks in the course of daily work.
- Assist in preparation, construction and maintenance of City facilities such as park areas, water and sewer repair/replacement, street maintenance, gravesites, sprinkler systems, sidewalks, and stormwater facilities.
- May perform basic carpentry, cement work and painting as necessary.
- As appropriate and authorized, devises and adapts tools, aids, and improved work methods and procedures
- Responds to public inquires, providing information within scope of knowledge or refers individual to supervisor for response to inquiry

Knowledge, Skills and Responsibilities

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to follow oral and written instructions
- Ability to interact respectfully and courteously with co-workers and citizens
- Keen sense of attention to detail
- Ability to maintain plants and lawns in an aesthetically pleasing manner

A Parks and Groundskeeper Worker should be able to communicate effectively with the public as well as with other co-workers. He/she must have the ability to use a variety of potentially hazardous tools safely and efficiently.

Working Conditions

Work is primarily outdoors. The Parks Groundskeeper must be able to work alone. He/she may be required to work in or over water, or on high ladders. The Parks Groundskeeper is exposed to many hazards. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or is moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, fumes or chemicals, and smoke.

Protective clothing is required for completion of some job requirements, including rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard hats, and other specialized protective equipment.

Contacts and Relationships

This employee has contact with the public, as well as daily communication with other employees and supervisors.

Physical Requirements

The employee performing the duties of Parks Groundskeeper must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required.

A Parks Groundskeeper must have the physical ability to perform manual labor such as digging and shoveling. It is required that a Parks Groundskeeper be able to bend, climb, kneel, lift up to 50 pounds, pull, push, reach, stand and/or walk for long periods or under adverse conditions. The Parks Groundskeeper will be required to drive City vehicles, operate power equipment, and use hand tools. The Parks Groundskeeper must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

- Ability to stand or walk for long periods of time
- Traverse rough terrain
- Work in or over water
- Work at heights or on a scaffolding
- Safely lift or carry up to 50 pounds

Color vision, depth perception, and far vision required to legally drive a vehicle are essential to performance of the position. Corrective lenses may be utilized. The employee must have the ability to visually and/or audibly identify the presence of a danger or hazard.

The employee must have the skill and ability to operate lawn care equipment, including rotary and reel lawnmowers, weed-eaters, and chainsaws, as well as common landscaping hand tools (i.e., shovels, rakes, hoes, etc.).

Recruiting Requirements

- Valid Washington State driver's license
- Herbicide and pesticide certification a plus
- High school diploma or GED
- Experience in the operation of a variety of equipment and landscape maintenance tools

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and are subject to change as the needs of the Employer and requirements of the job change.

Give the name and relationships of any relatives or friends that work for the City of Elma: _____

Is there is anything that will prevent you from performing the essential functions of the position, or positions for which you are applying with or without reasonable accommodation? (See Job Description attached) If so, explain: _____

Have you been convicted of a criminal offense within the past 7 years?
Yes () No () if yes, please explain the nature of the offense, date, court and description:

Note: Although the City may investigate criminal convictions that relate to fitness to perform the job for which you are applying, such convictions will not necessarily bar you from employment with the City of Elma.

Are you at least 18 years of age? Yes () No ()

Employment History: Start with your current or most recent employer:

1: Employer: _____
Address: _____

Telephone Number: _____

Job Title: _____ Supervisor: _____
Salary: _____
Employed from: _____ to _____
Duties performed: _____

Reason for Leaving: _____

2: Employer: _____
Address: _____

Telephone Number: _____

Job Title: _____ Supervisor: _____

Salary: _____
Employed from: _____ to _____
Duties Performed: _____

Reason for Leaving: _____

3: Employer: _____
Address: _____
Telephone Number: _____

Job Title: _____ Supervisor: _____
Salary: _____
Employed from: _____ to _____
Duties Performed: _____

Reason for Leaving: _____
If you need additional space, please continue on a separate sheet of paper.

Have you worked under a different name for any of these employers?
Yes () No () If yes, please identify the employer and state the name: _____

Employees should note the revisions to the WAC are currently pending that would extend the time period relating to prior convictions to those occurring within the previous 10 years. Law enforcement agencies, state agencies, school districts, businesses and other organizations that have a direct responsibility for the supervision, care, or treatment of children, mentally ill persons, developmentally disabled persons or other vulnerable adults are exempt from the rule limiting inquiries regarding convictions.

EDUCATION RECORD:

Name of School	Location	Years Attended	Did You Graduate	Year Left School	Major/Degree Minor Received
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High School: _____

College: _____

College: _____

Other: _____

Other: _____

PLEASE ATTACH COPY OF HIGH SCHOOL OR COLLEGE DIPLOMA TO APPLICATION.

U.S. Military Record: Have you served in the U.S. Armed Forces
Yes () No () If yes, please give the date of service:
From: _____ To: _____ Branch: _____

PERSONAL REFERENCES:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

PROFESSIONAL REFERENCES:

NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City to investigate all statements in this application and to secure any necessary information from all my employers, references, academic institutions. I hereby release all of those employers, references, academic institutions, and I release the City from any and all liability arising from the release giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City. I also authorize the City to secure financial and credit information through an appropriate agency, and I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, employment credentials, and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's policy manual or the communications distributed by the City.

I understand that nothing in this employment, in the City's policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant

Date

This City is committed to non-discrimination in employment practices. To assist, the City requests that you provide following information which will not be used in evaluating your application. Completion of this section is optional.

Sex: Male Female

Ethnic Origin:

- Asian or Pacific Islander
- American Indian or Alaskan Native
- Veteran
- Individual with a disability
- Black
- White
- Hispanic

For City Use Only:
Job Group: _____

AUTHORIZATION TO RELEASE INFORMATION:

TO:

I hereby request and authorize to furnish the City of Elma with any and all information they may request concerning my work record, education history, military record, financial statues, criminal record, and general reputation. This authorization is specifically intended to include any and all information of a confidential or privileged nature as photocopies of such documents, if requested.

This information will be used for the purpose of determining my eligibility for employment with the City of Elma.

I hereby release you and the City of Elma from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to be considered as an employee of the City of Elma.

SIGNATURE: _____

DATE: _____

Note: THIS FORM MAY BE RETAINED IN YOUR FILES.

Workapp.