

PERSONNEL COMMITTEE

14-0084R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF SEASONAL GROUNDSKEEPER.

CITY PROPOSAL:

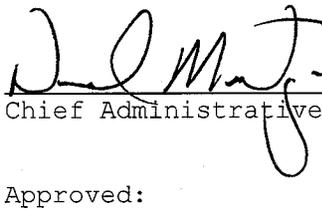
RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of seasonal groundskeeper, which were approved by the civil service board on February 4, 2014, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 14a, \$1,824 to \$2,094 per month.

Approved:



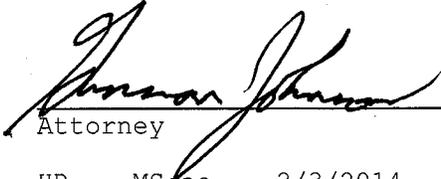
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR MS:ao 2/3/2014

STATEMENT OF PURPOSE: This existing classification was revised to remove language pertaining to maintaining golf courses and add language regarding maintaining athletic fields. There is no change in the rate of pay, which is Range 14a, \$1,824 to \$2,094 per month.

SEASONAL GROUNDSKEEPER

SUMMARY/PURPOSE

To perform routine manual labor involved in grounds and building maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Perform manual labor including mowing, trimming, raking around trees and other areas.
2. Assist with new landscape construction by grading and preparing soil base, laying sod, and seeding.
3. Assist with repair and replacement of pipe in irrigation systems.
4. Perform preventative maintenance on equipment, including fueling, oiling, and checking parts.
5. Assist with construction projects, including trenching, walkways, and retaining walls.
6. Operate a variety of hand and power equipment used in grounds maintenance.
7. Assist with maintenance of flowerbeds, trees, shrubs, turf, and other plant material.
8. Sweep and mop floors and stairs.
9. Clean and disinfect bathrooms.
10. Collect and dispose of garbage.
11. Perform athletic field preparation and maintenance.

JOB REQUIREMENTS

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

1. License Requirements
 - A. Possession of a valid Minnesota driver's license.
2. Knowledge Requirements
 - A. Basic knowledge of methods and materials used in grounds maintenance.
 - B. Knowledge of and ability to safely use hand and power tools and equipment.
3. Skill Requirements
 - A. Skill in performing work using various hand tools, power tools, and motorized equipment.
 - B. Skill in safely operating vehicles and light motorized equipment.
4. Ability Requirements
 - A. Ability to follow oral and written instructions.
 - B. Ability to learn and become skilled in safe maintenance methods and procedures.
 - C. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
5. Physical Ability Requirements
 - A. Ability to work a variety of shifts, including evenings, weekends and holidays.
 - B. Ability to attend work on a regular basis.
 - C. Ability to work outdoors in a variety of weather conditions.
 - D. Ability to work in dusty, wet and/or muddy conditions.
 - E. Ability to sit, stand, and walk for extended periods.
 - F. Ability to perform moderately difficult manual labor including frequent bending, stooping, squatting, pushing and pulling, and occasional crouching and kneeling to perform required work.
 - G. Ability to frequently lift and carry equipment, tools and supplies weighing up to 25 pounds, such as trimmers and water jugs, and to occasionally lift and carry items such as fertilizer sacks weighing up to 50 pounds.

HR: MS	WC: 9410	EEOC: Technician	EEOF:	Class No: 5408
Union: Basic	Pay:	CSB:	Resolution:	CC:

SEASONAL GROUNDSKEEPER

PURPOSE: To perform routine manual labor involved in grounds and building maintenance.

FUNCTIONAL AREAS: Under supervision:

1. Maintain public grounds including golf courses, athletic fields, gardens, landscapes and trails.
 - * A. Perform manual labor including mowing fairways, rough, tees, greens and other areas; trimming around trees, sand traps, and other areas; raking and maintaining sand traps and other areas; and dragging fields.
 - * B. Set tee markers and cups on greens.
 - * C. Maintain ball washers, tee markers, and flags.
 - * D. Assist with new landscape construction by grading and preparing soil base, laying sod and seeding.
 - E. Assist with repair and replacement of pipe in irrigation systems.
 - * F. Perform preventative maintenance on equipment, including fueling, oiling and checking parts.
 - G. Assist with construction projects, including trenching, walkways, and retaining walls.
 - * H. Operate a variety of hand and power equipment used in grounds maintenance.
 - I. Assist with maintenance of flower beds, trees, shrubs, turf, and other plant material.
 - J. Perform related tasks as assigned.
2. Perform routine cleaning of City buildings.
 - A. Sweep and mop floors and stairs.
 - B. Clean and disinfect bathrooms.
 - C. Collect and dispose of garbage.
 - D. Perform related tasks as assigned.

JOB REQUIREMENTS

License Requirement:

- ❖ Possession of a valid Minnesota driver's license or privilege by the date of hire and thereafter.

Knowledge Requirements:

- ❖ A. Basic knowledge of methods and materials used in grounds maintenance.
- ❖ B. Knowledge of and ability to safely use hand and power tools and equipment.

Ability Requirements:

- ❖ A. Ability to safely operate trucks and light motorized equipment.
- ❖ B. Ability to follow oral and written instructions.
- C. Ability to learn and become skilled in safe golf course maintenance methods and procedures.
- ❖ D. Ability to establish and maintain effective working relationships with supervisors, co-

workers, and the general public.

- ❖ E. Ability to work a variety of shifts, including evenings, weekends and holidays.
- ❖ F. Ability to attend work on a regular basis.
- ❖ G. Ability to work outdoors in a variety of weather conditions.
- ❖ H. Ability to work in dusty, wet and/or muddy conditions.
- ❖ I. Ability to sit, stand and walk for extended periods.
- ❖ J. Ability to perform moderately difficult manual labor including frequent bending, stooping, squatting, pushing and pulling, and occasional crouching and kneeling to perform required work.
- ❖ K. Ability to frequently lift and carry equipment, tools and supplies weighing up to 25 pounds, such as trimmers and water jugs, and to occasionally lift and carry items such as fertilizer sacks weighing up to 50 pounds.

* Essential functions of the position

❖ Job requirements necessary on the first day of employment

Anlst: JA	Class: 5408	Union: Basic	Pay: 14A	CSB: 20060502
CC: 20080324	Res: 08-0199R	EEOC: Service/Maint	EEOF: Natural Resources	WC: 9102