

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER II (JOB CODE 490)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks & Recreation</u>	<u>Varies</u>	<u>Non-Exempt</u>

Description-CLASS SUMMARY

The Grounds Maintenance Worker II is the intermediate - level classification in the Grounds Maintenance Worker series. ~~Incumbents are assigned to the Parks and Recreation Department. Incumbents in this classification may rotate through City parks, cemeteries, aquatic and other recreational facility assignments dependent on operational needs and may direct the activities of a work site crew or operate independent of a crew. Under general supervision, performs work and complex duties with a greater degree of independence. Incumbents may be assigned to the operation of construction equipment, and to perform maintenance, janitorial, construction, and repair work of landscaped areas, including trees, medians, parks, pools, and other recreation facilities, as required. In addition, the position is responsible for cemetery field operations including maintenance of the cemetery, preparation for burial sites and services, and coordination with the public for burial needs and services. May oversee as-needed personnel or a larger park amenity. Performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker II ~~This class~~ is distinguished from the Grounds Maintenance Worker I in that the former performs more complex duties with a greater degree of independence. Incumbents in this classification have experience beyond the entry - level, ~~but are not yet expected to perform the full range of duties of the series.~~ This class differs from Grounds Maintenance Worker III in that the latter class supervises and provides lead direction over larger numbers of personnel and crews and has a broader work assignment.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation of high school or tested equivalent (for example, GED or other state or federally recognized high school equivalency exam)~~possession of a G.E.D.~~; and
- Two (2) years of experience in professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance.

LICENSES/~~and~~ CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties.
- Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B ~~and~~, C, ~~and~~ F is required prior to completion of the probationary period.
- Possession of a ~~A~~ Pool Operator Certification by the National Swimming Pool Foundation

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~~(NSPF) and/or Aquatic Facility Operator designations is required at time of appointment and for duration of employment. is desirable. Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) is required at time of appointment and for duration of employment.~~

- ~~Certification in Forklift operation is required at time of appointment and for duration of employment.~~

DESIRABLE QUALIFICATIONS

~~A Pool Operator Certification by the National Swimming Pool Foundation (NSPF) and/or Aquatic Facility Operator designations is desirable.~~

- ~~Previous supervisory experience.~~
- Experience using an automated work order system.

OTHER REQUIREMENTS

- ~~Incumbents may be required to work in inclement weather.~~
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- May be required to work in inclement weather, and/or during odd or unusual hours in shift assignments, in emergency situations, and to be available on an "on-call" basis as assigned, and to respond to public hazards involving landscaping and street trees.
- Must be able to perform all ~~of~~ the essential functions of the job assignment, with or without reasonable accommodation.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent will:

- ~~Performs~~ a variety of ~~sub-journey level craft~~ tasks including carpentry, painting, plumbing, electrical, masonry, pool and fountain operation, building maintenance and upkeep. May perform these tasks under the supervision of the GMIII.
- Install and maintain irrigation, sewer and drainage systems
- Manage accounting including invoices, packing slips, and purchase orders
- Apply pesticides in a safe and effective manner
- Assist in the ordering, receiving, storing, and issuance of materials, supplies, tools, and equipment
- ~~Performs~~ general landscape construction and maintenance work of public landscaped areas
- ~~Maintains~~ and ~~cleans~~ public buildings and facilities
- ~~Operates~~ a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order and enterprise asset management systems
- ~~Operates~~, ~~services~~, ~~repairs~~, ~~adjusts~~, and ~~maintains~~ a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline

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saws, sign machines, paint sprayers, power tools, and specialized turf equipment

- ~~Maintains stock control system~~
- ~~Checks incoming goods against invoices, packing slips, and purchase orders~~
- ~~Applies pesticides in a safe and effective manner~~
- ~~Assists in the ordering, receiving, storing, and issuance of materials, supplies, tools, and equipment~~
- Performs all ~~of the~~ duties of a Grounds Maintenance Worker I
- Perform other related duties as assigned.

When assigned to the Cemetery Division:

In addition to the duties noted above:

- Operate construction equipment and tools on a regular basis to excavate and prepare burial sites
- Inter, disinter, and re-inter human remains
- Prepare grave sites according to selection, lot, and plot numbers and mark off areas to be excavated
- Build wooden forms for concrete slabs
- Line graves with concrete slabs to receive caskets
- Mix and prepare concrete to construct foundations for grave markers
- Support the set up and breakdown of ceremonies for burials and funerals
- Position caskets on loading devices
- Install flower vases and concrete grave markers
- Provide customer assistance to the public, including information and referral services related to burials and location of grave sites

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Carpentry, painting, cement work, mechanical equipment operation and repair
- Pesticide application laws and regulations
- Principles and practices of operating an irrigation system
- Principles, procedures, and practices of the interment and disposal of human remains
- Federal and State laws, and City policies and procedures relating to cemetery operation and interment
- Environmental and safety practices, procedures and standards.

Ability to:

- Perform or learn a wide variety of maintenance tasks including maintenance and repair of pool equipment and recreation apparatus
- Complete work orders in an enterprise asset management system using a mobile device/computer such as a smart phone or tablet
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals

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- Understand and carry out written and oral instructions
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the ~~general~~ public
- Interact tactfully and courteously with the public to answer policy and procedural questions related to cemetery operations, interment, and related services
- Remain composed and retain a professional demeanor while working with grieving families
- Organize and coordinate a variety of details to ensure funeral/burial services are properly and accurately scheduled and completed, as applicable
- ~~Perform heavy physical labor including the lifting of up to 90 lbs. of static weight~~
- Bend, stoop, reach, carry, crawl, climb ~~and lift, and walk or stand for extended periods of time and as necessary up to 50 pounds~~ to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- ~~Walk or stand for extended periods of time.~~

SUPERVISION RECEIVED

Works under the supervision of Grounds Maintenance Worker III, Park Foreperson, or other supervisor as assigned.

SUPERVISION EXERCISED

May lead or train staff as assigned.

CLASSIFICATION HISTORY

Established 09/2006; Rev. 12/2018; Rev. 02/2025