

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

**TITLE: GROUNDS MAINTENANCE WORKER I (JOB CODE 485)**

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

**CLASS SUMMARY**

The Grounds Maintenance Worker I is the first-level classification in the Grounds Maintenance Worker series. Under immediate supervision, incumbents perform entry level work in maintenance at parks, cemeteries, aquatic and other recreational facilities. Incumbents perform semi-skilled maintenance, janitorial, construction and repair work of landscaped median, park and recreation areas, city pools and city trees. Incumbents in this classification may be assigned to work at City parks, cemeteries, and recreational facility assignments depending upon training requirements and operational needs. When assigned to the cemetery, incumbents perform cemetery operations including maintenance of the cemetery, preparation for burial sites and services, and coordination with the public for burial needs and services. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Grounds Maintenance Worker I is distinguished from the higher-level Grounds Maintenance Worker II classification in that the latter performs duties of a more complex nature and with a greater degree of independence, and the Grounds Maintenance Worker II may provide lead direction to Grounds Maintenance Worker I. Grounds Maintenance Worker I performs work which is closely supervised, work methods are explained in specific terms, and work is subject to frequent review.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Graduation from 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
- One (1) year recent experience in grounds, landscape, street, water/sewer, building maintenance, pool maintenance or in construction.

**LICENSES ~~and~~/ CERTIFICATIONS**

- Possession of an appropriate, valid California Class C driver's license is required.
- ~~For positions within the Street Department, P~~possession of a California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in at least category B or C, ~~or F~~ is required prior to completion of the probationary period; ~~certification in categories B, C, and F is desired. For Grounds Maintenance Worker I positions in other departments, the QAC is desirable.~~
- Certification in Forklift operation prior to completion of the probationary period.
- ~~Possession of a Pool Operator Certification by the National Swimming Pool Foundation (NSPF) or Aquatic Facility Operator designation prior to completion of the probationary period. Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHAA) prior to the completion of the probationary period.~~

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### DESIRABLE QUALIFICATIONS

- Possession of a QAC in categories B and C, ~~and F~~ is desirable.
- Possession of a Pool Operator Certification by the National Swimming Pool Foundation (NSPF) or Aquatic Facility Operator designation prior to completion of the probationary period. Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) prior to the completion of the probationary period.

### OTHER REQUIREMENTS

- 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 ~~and~~ unusual hours in shift ~~on regular~~ assignments, in emergency situations, 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

~~Specific job duties of this position~~ This description may not be included in the list below, all the duties listed below, nor do the examples cover all duties, which that may be performed.

Under immediate supervision, the incumbent will:

- ~~Performs construction and maintenance of public landscaped areas~~ Perform general landscape construction and maintenance work of public landscaped areas including playgrounds, sports fields and other park areas; painting; pruning and maintenance of trees, shrubs and groundcovers, including raking leaves
- Assist with a variety of tasks including carpentry, painting, plumbing, electrical, masonry, pool and fountain operation and building maintenance
- Clean park amenities including recreation buildings, ~~facilities~~ restroom facilities, aquatic facilities, and picnic areas
- Assists in the pruning and spraying of trees
- Fertilizees, waters, weeds, sprays, edges, and mows lawns and groundcovers at parks, recreational facilities, and cemeteries  
— Fertilizes, waters, sprays, and prunes trees, shrubs, and groundcover
- Install and maintain irrigation systems
- ~~Sweeps and cleans recreation buildings, kitchens, offices, and rest rooms~~
- ~~Cleans bicycle racks, barbecue areas, walls, and windows~~
- ~~Rakes leaves~~
- ~~Makes repairs on sprinklers, water systems, drinking fountains, and buildings~~ Repair and maintain function of sprinklers, water systems, drinking fountains in all park facilities
- ~~Rakes and shovels sand around playground equipment~~
- Operates equipment including but not limited to trucks, tractors, power mowers, power edgers, power shears, trenchers, power vacuums, manual and power spray equipment, rototillers, air compressors and pneumatic tools, hydraulic pruning tools, sod cutters,

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aerators, floor maintenance machines, chain saws, brush chippers, forklifts, and related equipment

- Assists in scraping, caulking, and painting park buildings and equipment
- ~~Drags, waters, and marks baseball diamonds, and other recreation areas~~
- Performs heavy physical work
- Performs other related duties as assigned.

### **When assigned to the Parks Division:**

In addition to the duties noted above:

- Rakes and shovels sand around playground equipment
- Drag, water, and mark baseball diamonds, and other recreation areas

### **When assigned to the Cemetery Division:**

In addition to the duties noted above:

- Receive and 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 for ceremonies for burials and funerals
- Position caskets on loading devices
- Install flower vases and grave markers on gravesites
- May assist the public in locating grave sites

## **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Environmental and safety practices, procedures and standards

Ability to:

- Perform landscape construction and maintenance work
- Operate landscape construction and maintenance equipment
- Make minor equipment repairs and adjustments
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- 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, as applicable
- Remain composed and retain a professional demeanor while working with grieving families, as applicable

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- Organize and coordinate a variety of tasks to ensure funeral/burial services are properly completed
- Walk or stand for extended periods of time
- Perform heavy physical labor including the lifting of up to 950 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, ~~and~~ lift, walk or stand for extended periods of time and-as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

### **SUPERVISION RECEIVED**

Works under the immediate supervision of Grounds Maintenance Worker II and III, ~~Senior Tree Trimmer~~, Park Forepersonman/~~Forewoman~~, ~~Landscape Foreman/Forewoman~~, or other supervisor as assigned.

### **SUPERVISION EXERCISED**

May assist in the training of new personnel.

### **CLASSIFICATION HISTORY**

Established 09/2006; Rev. 02/2025