

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

TITLE: GROUNDS MAINTENANCE WORKER II (JOB CODE 490A)

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

CLASS SUMMARY Description

This is a terminal classification. “Terminal” means that no new employees may be hired, rehired and/or promoted into this classification. 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. 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.

TYPICAL DUTIES

Duties include, but are not limited to, the following:

Under general supervision:

- Performs a variety of sub-journey level craft tasks involving carpentry, painting, plumbing, electrical, masonry, pool and fountain operation, building maintenance and upkeep
- Performs general landscape construction and maintenance work
- 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 system
- 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 saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Installs and maintains irrigation, sewer and drainage systems
- 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
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation of high school or 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.

GROUND MAINTENANCE WORKER II (490A)

Desirable Qualifications:

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

LICENSE AND CERTIFICATES

- 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, C, and F is required prior to completion of the probationary period.

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 unusual hours in shift assignments, in emergency situations and to be available on an "on-call" basis as assigned.
- Must be able to perform all of the essential functions of the job assignment.

KNOWLEDGE, SKILLS, AND 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
- 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
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Bend, stoop, reach, carry, crawl, climb and lift 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

SUPPLEMENTAL INFORMATION

GROUNDS MAINTENANCE WORKER II (490A)

SUPERVISION EXERCISED

May lead or train staff as assigned.

SUPERVISION RECEIVED

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

CLASSIFICATION HISTORY

Established 11/2006; Rev. 02/2025