

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

**TITLE: GROUNDS MAINTENANCE WORKER III (JOB CODE 495A)**

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks &amp; 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. An employee in this class is primarily responsible for the lead supervision of a small crew of workers and participation in the construction and maintenance of public landscape areas and park facilities. Considerable latitude is given in determining how the work is accomplished. Work is supervised by the Landscape Foreman/Forewoman or Park Foreman/Forewoman and checked by field inspections or a review of field reports.

**TYPICAL DUTIES**

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

Under general supervision:

- Plan, prioritize and review the work of a small crew
- Assign, supervise, and participate in the construction and maintenance of park facilities and public landscape areas
- Participate in and supervise the field activities of employees involved in landscape operations including horticulture and pest management
- Supervise and participate in the installation and maintenance of drainage and automatic irrigation systems, lawns, groundcover, shrubs, trees, and a variety of bedding plants
- Operate and maintain swimming pools, reflecting pools, fountains, and associated circulation/–filtration systems
- Maintain and clean public buildings and facilities
- Operate, service, repair, adjust, and maintain 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
- Perform all of the duties of a Grounds Maintenance Worker I and II
- Operate a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order management system
- Perform other related duties as assigned

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; and
- Three (3) years of increasingly responsible landscape construction or maintenance work in at least two (2) of the following areas: irrigation, sports courts and athletic fields, aquatic facilities and decks, playground apparatus inspection/maintenance, pathways, lighting and electrical, roofing

Possible Substitutions:

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Experience as a Grounds Maintenance Worker II, Street Maintenance Worker II, Water and Sewer Maintenance Worker II or Building Maintenance Worker with the City of Santa Clara may substitute on a one (1) year for one (1) year basis for the required experience.

### **LICENSE AND CERTIFICATES**

- 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 at the time of application

### **OTHER REQUIREMENTS**

- Incumbents of this classification may be subject to pass a City background investigation, which will include fingerprinting, and 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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Landscape construction and maintenance methods and procedures including the use of landscape and irrigation equipment, tools, and materials
- Environmental and safety practices, procedures, and standards as applied to landscape construction, maintenance, and repair
- Custodial and building maintenance practices
- Proper and safe mechanical and power equipment and tool operation including landscape construction and maintenance equipment
- Masonry work
- Reflecting pool, swimming pool, and fountain maintenance
- Carpentry, painting, cement work, power equipment and tool repair
- Principles and practices of technical and functional supervision and training

#### **Ability to:**

- Supervise, train and evaluate staff
- Understand and follow written and oral instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work, including the general public
- Bend, stoop, reach, carry, crawl, climb, walk or stand for extended periods of time and lift a minimum of 50 pounds as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Demonstrate initiative and exercise good judgment in the performance of duties
- Use mobile device to read, respond and input data for an automated work order management system

**GROUNDS MAINTENANCE WORKER III (495A)**

**SUPPLEMENTAL INFORMATION**

**SUPERVISION EXERCISED**

Supervises subordinate staff as assigned.

**SUPERVISION RECEIVED**

Works under the general direction of Park Foreman/Forewoman, Landscape Foreman/Forewoman, or other supervisor as assigned.

**CLASSIFICATION HISTORY**

Established 05/2005; Rev. 08/2016; Rev. 02/2025