

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

TITLE: GROUNDS MAINTENANCE WORKER III (JOB CODE 495)

<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 Ground Maintenance Worker III is the senior level classification in the Grounds Maintenance Worker classification series. Incumbents in this classification may rotate through City parks, cemeteries, aquatic and other recreational facility assignments dependent on operational needs. An employee in this class is primarily responsible for the lead supervision of a small crew of workers and This classification participates in the construction and maintenance of public landscape areas and park facilities, including parks, pools, cemeteries, and recreational facilities. In addition, the position may be responsible for managing all cemetery field operations including site preparation for burial services. Work is supervised by the Parks Manager or other supervisor as assigned, Landscape Foreman/Forewoman or Park Foreman/Forewoman and checked by review of field inspections or a review of field and reports. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker III is distinguished from the lower classifications in the Grounds Maintenance Worker series in the former is responsible for the lead supervision of work site crews and considerable latitude is given in determining how the work is accomplished. This class differs from that of Grounds Maintenance Worker II in that incumbents of the latter class lead smaller crews and often receive guidance from a Grounds Maintenance Worker III. Grounds Maintenance Worker III is distinguished from the Park Foreperson in that the latter is responsible for supervising the maintenance of the City's parks and related facilities.

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
- Three (3) years of increasingly responsible experience performing professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance, 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, and cemetery maintenance and operations; and
- One (1) year of the required experience must be in a lead or supervisory role.

Possible ACCEPTABLE SUBSTITUTION

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

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may substitute on a one (1) year for one (1) year basis for the required experience.

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, C, and F is required at the time of application.~~
- ~~Possession of a Pool Operator Certification by the National Swimming Pool Foundation (NSPF) and/or Aquatic Facility Operator designations is required at time of appointment and for the duration of employment.~~ 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 the duration of employment.~~
- Incumbents shall be required to obtain and maintain the above requirements for the duration of employment and any other license(s) and/or certificate(s) that may be required by future Federal, State, and/or local law, regulation or mandate for the performance of the job duties.

DESIRABLE QUALIFICATIONS

- Possession of International Society of Arboriculture (ISA) Arborist certification
- Possession of Certified Playground Safety Inspector (CPSI) certification

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 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 the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

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

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

Under general supervision, the incumbent will:

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- Plan, prioritize and review the work of a small crew
- Assign, supervise, and participate in the construction and work for maintenance of parks, recreational facilities, cemetery facilities, and public landscaped areas
- Participate in and supervise the field activities of employees involved in landscape operations including horticulture and pest management, drainage and controlled irrigation systems, lawns, groundcover, shrubs, trees, bedding plants and burial sites at cemetery
- Supervise cemetery workers involved in assisting the public for burial services
- Assist with training staff in proper operation of associated equipment
- ~~Supervise and participate in the installation and maintenance of drainage and automatic irrigation systems, lawns, groundcover, shrubs, trees, and a variety of bedding plants~~
- Coordinate and arrange necessary equipment, materials, and facilities for all work at park facilities and cemeteries
- Monitor projects to ensure schedules are maintained and deadlines are met
- Oversee and inspect completed work to ensure conformance to project specifications and standards, and contract requirements
- 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.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- ~~—Landscape construction and maintenance methods and procedures including the use of landscape and irrigation equipment, tools, and materials~~
- Federal and State laws, and City policies and procedures relating to cemetery operation and interment
- Cemetery rules and regulations involving interring and disposing of human remains
- Horticulture and pest management
- 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

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- 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
- Interact tactfully and courteously with the public to answer policy and procedural questions relating to cemetery operations, interment, and related services
- Remain composed and maintain a professional demeanor while working with grieving families
- Install, maintain and repair irrigation systems from point of connection to controller
- Perform heavy physical labor including the lifting of up to 90 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, lift, walk or stand for extended periods of time and ~~lift a minimum of 95 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 devices to read, respond and input data for an automated work order management system

SUPERVISION RECEIVED

Works under the general direction of the Parks Manager or other supervisor as assigned. Foreman/Forewoman, Landscape Foreman/Forewoman, or other supervisor as assigned. May receive lead direction from Park Foreperson, Park Maintenance Crafts Worker, or other supervisor as assigned staff.

SUPERVISION EXERCISED

Supervises subordinate staff as assigned.

CLASSIFICATION HISTORY

Established 05/2007; Rev. 08/2016; Rev. 02/2025