

LEGEND:

*Additions*

~~Deletions~~

Approved September, 2006

*Proposed November, 2018*

**CITY OF SANTA CLARA, CALIFORNIA**  
**GROUNDS MAINTENANCE WORKER II**  
**(490)**

**EDUCATION AND EXPERIENCE**

Minimum ~~Requirements~~ *Qualifications*:

- 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.

*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* ~~Food and Agriculture~~ Qualified Applicator Certificate (QAC) in categories B, C, and F is required prior to completion of the probationary period.

**DISTINGUISHING CHARACTERISTICS**

*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:*

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

*Under general supervision:*

~~Under supervision:~~

## GROUNDS MAINTENANCE WORKER II (continued)

- 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

### 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 ~~Maintain~~ maintenance and repair of pool equipment and recreation apparatus*

~~Perform or learn a wide variety of maintenance tasks~~

- ~~Install and repair irrigation systems~~ *Complete work orders in an enterprise asset management system using a mobile device/computer such as a smart phone or tablet*
- ~~Follow both 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 ~~and harmonious~~ 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 as necessary* to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- *Walk or stand for extended periods of time*

### SUPERVISION EXERCISED

~~Supervises subordinate personnel~~ *May lead or train staff* as assigned.

## GROUNDS MAINTENANCE WORKER II (continued)

### SUPERVISION RECEIVED

Works under the supervision of Grounds Maintenance Worker III, Park

~~Foreman/Forewoman~~ *Foreperson*, ~~Landscape Foreman/Forewoman~~ or other supervisor as assigned.

### 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.

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Desirable Qualifications:

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

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- 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.

**DISTINGUISHING CHARACTERISTICS**

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**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



## **GROUNDS MAINTENANCE WORKER II (continued)**

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- Maintains stock control system
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- 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

### **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

### **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.

### **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.
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