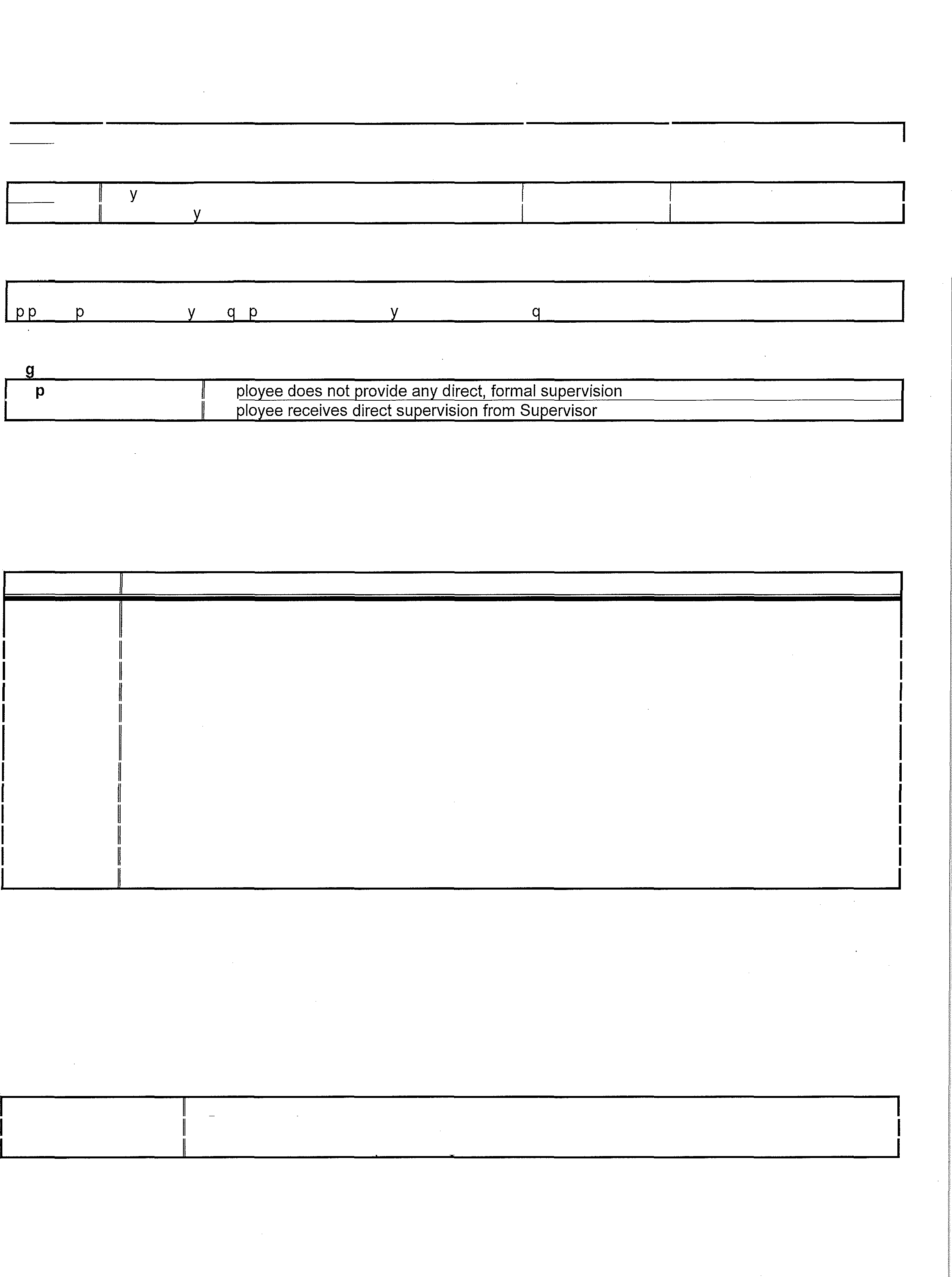
I **Job Title:** II Grounds Worker

### **JOB ANALYSIS**

I **Department:** I Maintenance



|  |  |  |  |
| --- | --- | --- | --- |
| **Shift:** | Da s | **Hours Per Shift:** | **8** |
| **Overt** | **ime:** Occasional! | **Hours Per Week** | **40** |

### **General Job Summary**

Performs a variety of maintenance functions at assigned district sites. Maintains lawns, sprinkler systems, foliage, and i es. **0** erates a variet of e ui ment. Performs an related work as re uired.

### **Or anizational Relationships**

**Su ervision Given:** Em **Supervision Received:** Em

**Essential Job Functions**

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

### **Frequency Function**

Completes a variety of maintenance functions such as mowing lawns/fields, weed whacking, edging,

Daily

trimming bushes/trees, removal and planting of trees/bushes, and re-seeding grass areas as needed.

Daily Checks and maintains sprinkler systems. Sets and adjusts sprinkler timers as needed.

Daily Applies fertilizer at assigned district sites.

Daily Maintains and properly stores all equipment and materials.

Daily May be assigned to a variety of special projects as the need arises. Operates shovels and related digginQ equipment to access pipes, sprinklers, and other underground

Daily

systems.

Daily Builds, installs, and maintains flower boxes.

Daily Operates a variety of tractors, vehicles, and equipment to perform assigned maintenance functions.

Daily Installs and maintains water piping as needed.

Daily Repairs and replaces pipes, valves, fittings, and other fixtures as assigned.

Daily Cleans out drains and obstructions in water and sewer systems.

Daily Performs a variety of other maintenance as assigned.

### **Non Essential Functions**

None

### **Job Qualifications**

**Education:** Hiqh school equivalent

### **Experience:** NA

**License/Certification** CA driver's license, must pass backqround check



Job Title: Grounds Worker Page 2 of 6

### Knowledge

* **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
* **Customer and Personal Service** - Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
* **Design** - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
* **Engineering and Technology** - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
* **Maintenan�e** - Knowledge of maintenance, general construction, use of tools/equipment
* **Mathematics** - Knowledge of arithmetic, statistics, and their applications.
* **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

### Skills

* **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
* **Active Listening** - Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* **Attention to Detail** - Maintaining appropriate attention to detail based on the complexity of work performed.
* **Communication and Comprehension** - Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
* **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
* **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* **Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
* **Construction** - Basic carpentry and construction skills
* **Equipment Selection** - Determining the kind of tools and equipment needed to do a job.
* **Installation** - Installing equipment, machines, wiring, or programs to meet specifications.
* **Mathematics** - Using mathematics to solve problems.
* **Operation, Monitoring and Control** - Watching gauges, dials, or other indicators to make sure a machine is working properly; controlling operations of equipment or systems.
* **Repairing** - Repairing machines or systems using the needed tools.
* **Time Management** - Managing one's own time and the time of others.

### Abilities

* **Category Flexibility** - The ability to generate or use different sets of rules for combining or grouping things in different ways.
* **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
* **Time Sharing** - The ability to shift back and forth between two or more activities or sources of information.

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### Physical Demands

Never (N) Rare (R) Occasional (0) Frequent (F) Constant (C)

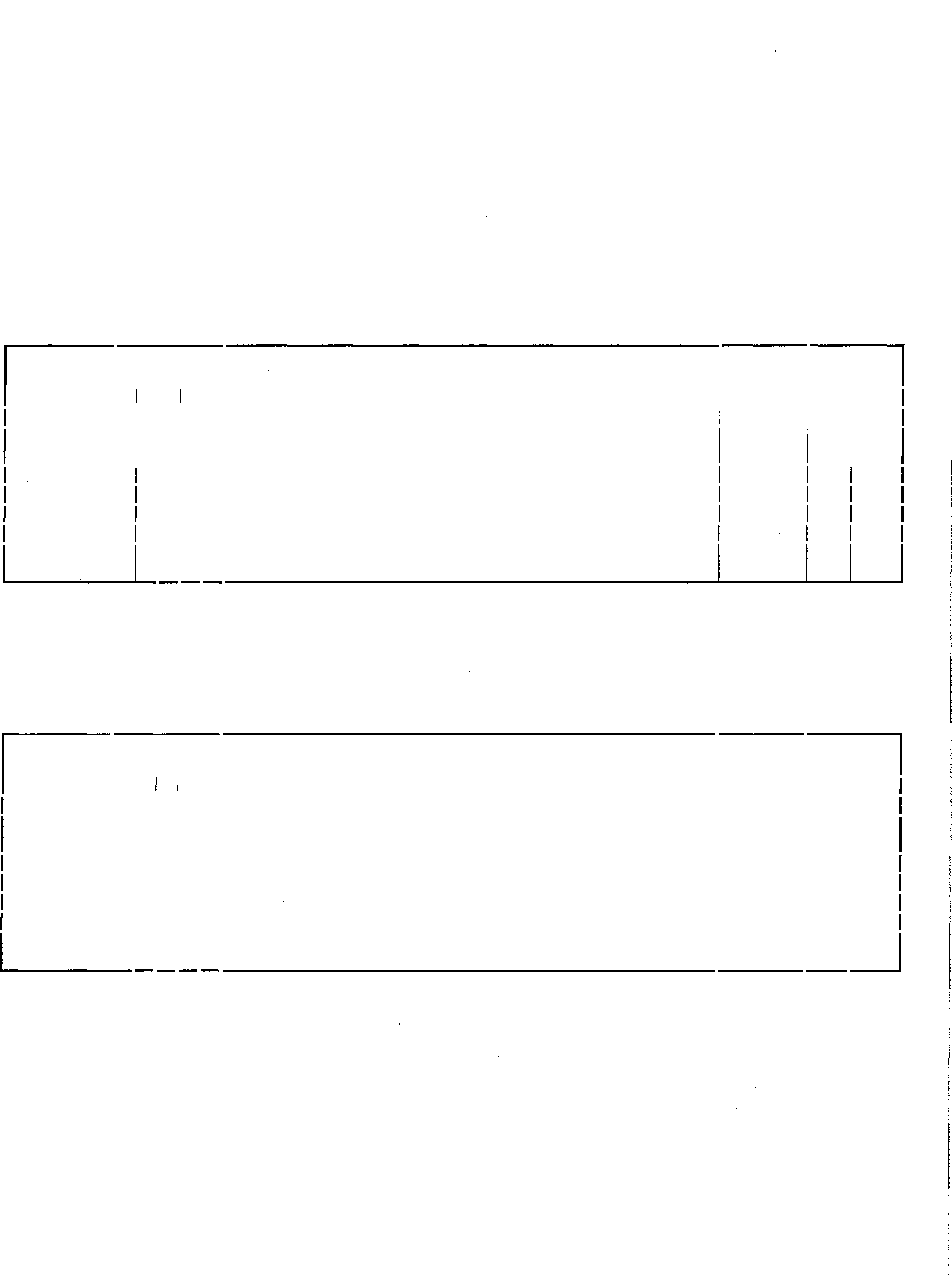
***L"*I*f*t*.*mg**

Not Required

Less than 10% of the shift Up to 33% of the shift

Up to 66% of the shift Over 66% of the shift

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Weight Range** | **Frequency** | | | | | **Examples of Items Lifted** | **Height Lifted** | **Item Weighed** | |
| N R | | 0 F | | **C** | y | **N** |
| 0-10 lbs |  |  |  | ***X*** |  | Hand tools, loose supplies/materials, phone, keys, power tools ***1-6'*** | | y |  |
| 11-25 lbs |  |  | ***X*** |  |  | Power tools, materials, bushes, shovels, debris, piping, various 1-6' y materials | | |  |
| 26-50 lbs |  | | ***X*** |  |  | Power tools, materials, weed whacker, piping, various materials 1-6' y | | | |
| 51-75 lbs | X | |  |  |  |  | | | |
| 76-100 lbs | ***X*** | |  |  |  |  | | | |
| Over 100 lbs | ***X*** | |  |  |  |  | | | |
| Heaviest Item Lifted | | | ***X*** |  |  | Various lumber/materials 1-5' y | | | |



Notes regarding items weighed (if any): None

### Carrying

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Weight Range** | **Frequency** | | | | | **Examples of Items Carried** | **Distance Carried** | **Item Weighed** | |
| ***N*** | R 0 F | | | **C** | y | ***N*** |
| 0-10 lbs |  |  |  | **X** |  | Hand tools, loose supplies/materials, phone, keys, power tools | 1-100' | y |  |
| 11-25 lbs |  |  | ***X*** |  |  | Power tools, materials, bushes, shovels, debris, piping, various materials | 1-100' | y |  |
| 26-50 lbs |  |  | ***X*** |  |  | Power tools, materials, weed whacker, pipinq, various materials | 1-50' | y |  |
| 51-75 lbs | **X** |  |  |  |  |  |  |  |  |
| 76-100 lbs | **X** |  |  |  |  |  |  |  |  |
| Over 1001bs | X |  |  |  |  |  |  |  |  |
| Heaviest Item Carried | |  | ***X*** |  |  | Various lumber/materials | 1-50' | y |  |

Notes regarding items weighed (if any): None

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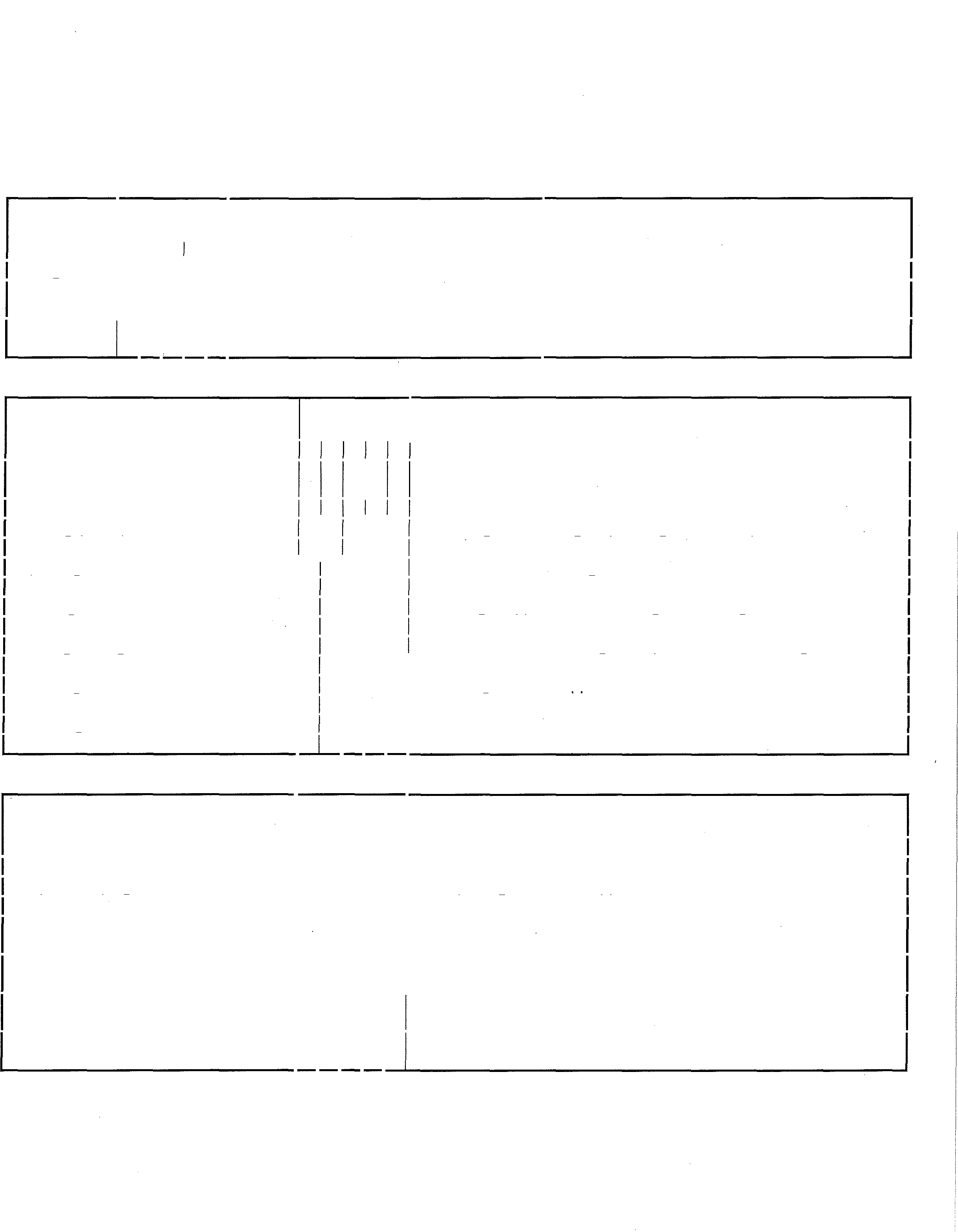
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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Frequency** | | | | | **Surface(s)** | **Activity** |
| **N** | R | 0 F | | **C** |
| Sittinq |  | **X** |  |  |  | Vehicle seat, floor ground | Operating vehicle, working near floor/ground |
| Walking |  |  |  | **X** |  | Carpet, linoleum/tile, concrete, outdoor terrain, asphalt | Transporting materials, gathering tools/supplies, performinq maintenance/repairs |
| Standing | |  | **X** |  |  | Carpet, linoleum/tile, concrete, outdoor terrain, asphalt | Accessing materials/supplies/tools, operating hand and power tools, performing maintenance |

## Category Frequency

**Activity**

**N** R 0 F **C**



Bending (Neck) **x-x** Observing work/documents, inspections, operating hand/power

tools

Bending (Waist) **X** Reaching low drawers/shelves, working near floor/ground

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Twistinq (Neck) | | **X** | |  | Observinq surroundinqs, operatinq vehicles/equipment | |
| Twisting (Waist) | | **X** | |  | Accessing supplies/materials, performing maintenance | |
| Squattinq |  | | **X** |  | As alternative to b,endinq | |
| Climbing | **X** | |  |  | Stepstool, ladder | |
| Kneelinq |  | | **X** |  | Obtaininq dropped items, workinq near floor/qround | |
| Crawling |  | | **X** |  | Obtaining dropped items, working near floor/ground | |
| Pushinq/Pullinq (Dominant hand) |  | |  | **X** | Drawers/doors, cart, usinq hand/power tools, installinq materials | |
| Pushing Pulling (Non-Dominant hand) |  | |  | **X** |  | Drawers/doors, cart, using hand/power tools, installing materials |
| Reachinq - Above Shoulder Level |  | | **X** |  |  | Accessinq items on uooer shelves |
| Reaching - Below Shoulder Level |  | |  | **X** |  | Operating vehicle, performing maintenance/installations |
| Balancinq | **X** | |  |  |  | Ladder |
| Coordination (Eye, Hand, Foot) |  | | **X** |  |  | Operating vehicles/equipment |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Frequency** | | | | | **Activity** |
| **N** | R | 0 | F | C |  |
| Repetitive Use of Hands |  |  |  | **X** |  | Operating hand/power tools, performing repairs/maintenance |
| Simple Graspinq (Dominant Hand) |  |  | **X** |  |  | Transportinq materials/supplies |
| Simple Grasping (Non-Dominant Hand) |  |  | **X** |  |  | Transporting materials/supplies |
| Power Grasping (Dominant Hand) |  |  |  | **X** |  | Transporting heavier materials/supplies, operating power tools, performinq repairs/maintenance |
| Power Grasping (Non-Dominant Hand) |  |  |  | **X** |  | Transporting heavier materials/supplies, operating power tools, performing repairs/maintenance |
| Fine Manipulation (Dominant Hand) |  |  |  | **X** | Operating hand tools, operating equipment, performing maintenance | |
| Fine Manipulation (Non-Dominant Hand) |  |  |  | **X** | Operating hand tools, operating equipment, performing maintenance | |

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### Environmental Demands

**Factor y**•

### N If yes, describe

Driving cars, trucks, forklifts and other equipment

D Company vehicle, tractor, lifts

# •

Working around equipment and machinery D Power tools, tractor, lifts

Walking on uneven ground

D Ramps, outdoor locations

# •

Exposure to excessive noise D Power tools, machinery/equipment

Exposure to extremes in temperature, humidity, wetness

D Outdoor conditions

# •

Exposure to dust, gas, fumes, or chemicals D Dust

Working at heights

D Ladder, scaffold, roof tops

•

Operation of foot controls or repetitive foot movement D Driving

•

Use of special visual or auditory protective equipment Working with bio-hazards

D Gloves, safety glasses

D Waste products

### sensory Demands

**Factor y**•

### N If yes, describe

Seeing close (inspecting)

Seeing far (observing) D Monitoring work area, operating vehicles

D Operating hand/power tools, observing work

# •

Seeing to sides (peripheral vision)

Seeing colors D Electrical wiring

D Monitoring work area, operating vehicles

# •

Speaking

Hearing Speech D Communicating with co-workers

D Communicating with co-workers

# •

Hearing mechanical sounds

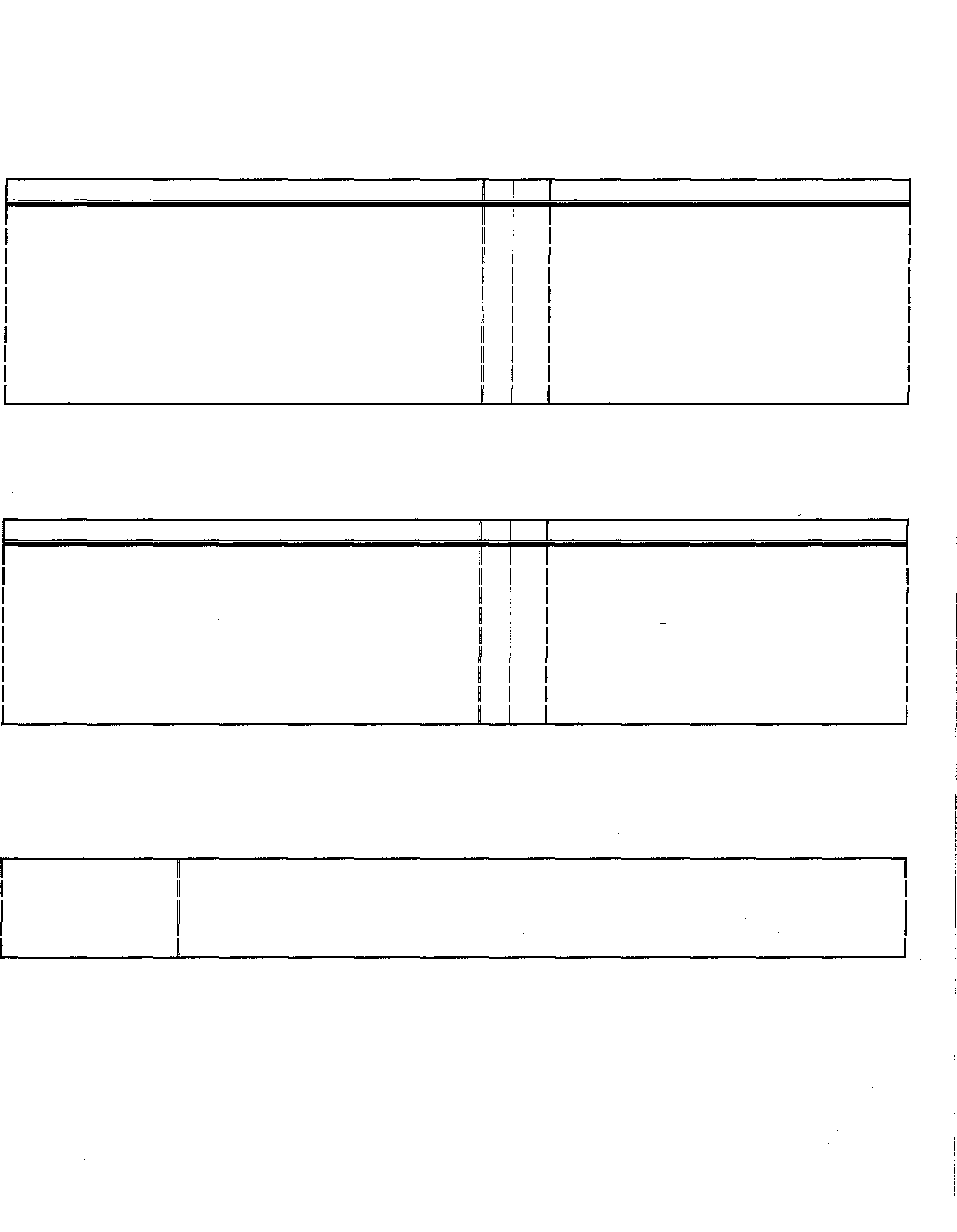
Sensing odors D Inspections

Sensing touch

D Operating power tools

# •

D Inspections



### Machinery*I*j Equipment/Work A1"ds

Machinery Lifts, tractor

Equipment Phone, computer

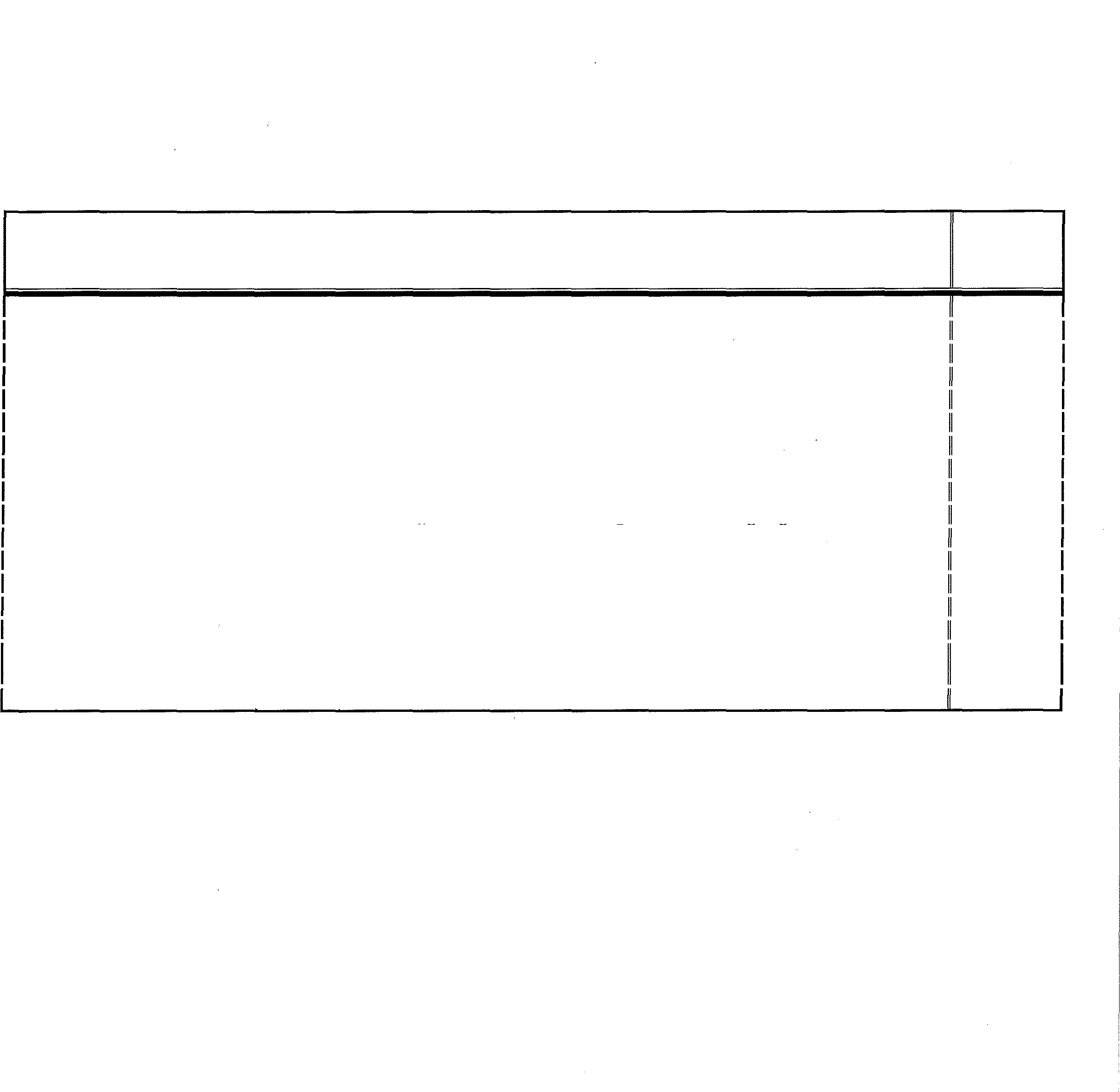
Tools Screwdriver, hammer, saw, wrench, pliers, drills, compressor, variety of other hand/power tools as

needed Other Work Aids None

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Required

### MENTAL/COGNITIVE DEMANDS Yes/No

y N

•

Relate to other people D

# •

Perform daily activities *(ex.* ability to attend meetinqs, socialize with others, attend to personal needs, etc.) D

Maintain personal habits D

i •

Multitask relative to

ob duties D

Understand, carry out, and remember instructions D

# •

Respond appropriately to supervision D

Perform work requirinq reqular contact with others D

# •

Perform work where contact with others will be minimal D

Perform tasks requirinq minimal intellectual effort D

# •

Perform intellectually complex tasks requirinq hiqher levels of reasoninq, math and lanquaqe skills D

Perform repetitive tasks • D

Make independent judqment • D•

Perform varied tasks D

Supervise or manaqe others D •

•

Provide clinical direction

Perform under stress (emergency, critical, dangerous situations);

speed/sustained attention are make-or-

D• D

break aspects of the job

j D

Ability to work relative to the ob description

### NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer has a responsibility to consider reasonable accommodations for individuals with disabilities.

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