

## Grounds Maintenance Technician Pulaski County

**Department:** Grounds Maintenance Tech

**Reports to:** Grounds Maintenance Supervisor

**Supervision Exercised:** None

**Supervision Received:** Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full Time

**Work Hours:** Monday thru Friday, 6:30 a.m. until 3:30 p.m. Some evenings, weekends, and holiday work required.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

### **RESPONSIBILITIES:**

- Performs mowing/maintenance duties that enhance the appearance of assigned properties
- Warm months require concentration on keeping all properties mowed on a daily basis
- Cold months require performing special projects/duties as assigned in the upkeep of all properties
- Perform duties that provide for a safe outside environment for the general public
- Performs routine grounds maintenance and maintains appearance of grounds maintenance at all times and as directed by the supervisor
- Modifies, repairs, and maintains all equipment associated with the job at all times
- Sets up for special events as well as providing assistance in manual labor on countywide projects as needed
- Conscientious of team work to benefit the overall County
- Performs other duties as assigned by supervisor

**ADA REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to perform the following; Must have the ability to lift a minimum of 50 pounds; Ability to work outdoors in a variety of weather conditions; Ability to stoop, bend, work in bent positions, hearing and visual acuities

required; Ability to operate a variety of machines included but not limited to, riding lawn mowers, edger's, weed eaters, push mowers, chain saws, trimmers, etc.; and Ability to complete tasks in a timely manner;

**EDUCATION AND EXPERIENCE:**

- High School diploma or GED equivalency is required
- Previous experience in the operation of mowing and grounds equipment
- Virginia Commercial Driver's License (CDL) with Class A endorsement preferred

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
  
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date