

## **CITY OF TOPPENISH**

### **Class Specification**

<b>Position Title:</b>	Grounds Maintenance Technician		
<b>Department:</b>	Public Works	<b>Reports To:</b>	Public Works Supervisor
<b>FLSA Status:</b>	Non-Exempt	<b>Salary Range:</b>	\$3,655 - \$4,899 (2022)
<b>Union Status:</b>	Teamsters	<b>Effective Date:</b>	July 1, 2022

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#### **General Summary**

Under the direction of the Public Works Supervisor and in accordance with established procedures and known practice, performs a variety of general and specialized groundskeeping assignments in the cemetery, parks grounds, recreational areas and other grounds owned and maintained by the City. Maintains the appearance, safety, and overall cleanliness of the grounds meeting sanitation standards within park facilities. Supervises the work of the seasonal maintenance crew members.

#### **Essential Functions | Major Responsibilities**

##### **Parks Grounds Maintenance**

Performs duties in several trades in the construction, alteration, maintenance and repair of municipal parks and recreation facilities, grounds, and equipment. Constructs concrete forms, finishes concrete, installs sheetrock, repairs door locks, closures, and crash bars. Constructs picnic tables and outdoor shelters and replaces damaged plywood and/or cement interior building walls. Installs, repairs, and maintains automatic irrigation systems. Sets out plants. Installs chain link fencing and ball field backstops. Lays out lines and prepares athletic playing fields for events. Maintains athletic equipment. Inspects, repairs, and maintains playground equipment.

##### **Cemetery Grounds Maintenance**

Performs duties in maintenance and repair of the municipal cemetery and equipment. Performs all cemetery maintenance and service-related activities such as locating and opening and closing graves and straightens/restores settled or fallen monuments. Responds to inquiries and assists in showing available sites. Assists in organizing services. Maintains internment and disinterment records per City and state codes, regulations, and laws. Accurately completes internment/disinterment records as required.

##### **General Grounds Maintenance**

Installs, repairs, and maintains automatic irrigation systems. Operates a variety of equipment including trimmers and mowers. Applies fertilizers, herbicides and pesticides, prunes trees and shrubs, shovels, rakes, and levels dirt in preparation for grass/clover seeding or sodding. Plants trees, shrubs, and flowers. Performs snow removal per the City's Snow Removal Plan. Selects appropriate materials and equipment to complete the work according to specifications, verbal instructions, and established procedures. Adapts equipment and materials to meet specific requirements. Proficiently operates all assigned equipment and vehicles to perform any operation within the capacity of the machine as necessary to accomplish required work.

##### **Graffiti Abatement**

Performs graffiti removal and repair on City, residential and commercial properties. Removes and/or paints over graffiti from sites either requested by the public or City, including City property, private,

and commercial property, using appropriate paint. May select and purchase painting supplies and equipment. Operates and maintains paint brushes, rollers, paint pots, spray guns, compressors, and related equipment. Paints walls, curbs, courts, and playground equipment. Removes signs and posters from City property. Provides information to the public regarding graffiti removal services offered by the City and works with community service and student workers who assist in graffiti removal.

### **Knowledge | Skills | Abilities**

- Knowledge of the work hazards and applicable safety precautions associated with grounds maintenance work
- Knowledge of horticultural practices pertaining to turf, flowers, shrubs, and trees including aeration, pruning, planting, spraying, etc.
- Knowledge of playground equipment inspection, maintenance, and repair
- Knowledge of City and state statutes, laws, and regulations regarding interments and disinterment
- Ability to perform a variety of installation, repair or maintenance duties for the City's cemetery, parks, swimming pool, and other grounds owned and maintained by the City
- Ability to process and maintain accurate records
- Ability to perform basic carpentry, plumbing, and irrigation
- Ability to safely operate a variety of hand and power-operated tools and equipment such as circular saw or drill
- Ability to safely operate a variety of tools and equipment such as a mower, front loader, tractor, snow blower and power saw
- Ability to maintain equipment in good mechanical condition, including oil changes, lubricating, and sharpening blades of turf maintenance equipment
- Ability to perform heavy manual labor for extended periods, occasionally under unfavorable conditions
- Ability to select and use appropriate tools for the completion of assigned tasks
- Ability to perform work in accordance with sound safety practices and to use common sense and apply safe work habits when working in dangerous areas or with power equipment
- Ability to use tact and sound judgment in responding to questions from citizens and the general public and provide information within scope of knowledge or refer to appropriate staff
- Ability to train and provide guidance and oversight to seasonal or less experienced workers
- Ability to understand, transmit, and communicate written and oral instructions
- Ability to perform problem analysis, perform basic math, and creatively solve work problems
- Ability to speak, read, write, and understand English and clearly and appropriately communicate
- Ability to make decisions based on sound judgment leading to logical conclusions
- Possess good interpersonal skills and the capacity for teamwork. Ability to use discretion in all contacts
- Perform other related duties as assigned



**Job Scope:**

Job encounters a wide variety of work situations. Job involves a moderate to high degree of complexity or difficulty due to the variety of maintenance assignments. Operates from established and well-known procedures. Performs duties with little or no direction. Work is normally checked or verified by Public Works Supervisor. Decisions are normally made within City organization policy constraints.

**Supervisory Responsibilities:**

Job is not supervisory in nature; however, guidance is provided to seasonal workers during their employment.

**Interpersonal Contacts:**

Contacts are routinely made with others both inside and outside of City government. Contacts are made on a face-to-face basis with others who are employed by the City. Contacts may contain some discussion about confidential/sensitive matters. Contacts are usually made on own initiative.

**License Requirements:**

- Valid Washington State Driver License with driving record free from serious or frequent violations.
- Valid Public Pesticide Operator license within six (6) months of employment.
- Valid First Aid and CPR certificate within six (6) months of employment.
- Valid Certified Playground Safety Inspector Certification within (6) months of employment

**Education and Experience:**

High school diploma or vocational training specializing in mechanics, grounds maintenance, and/or related areas and a minimum of two years practical experience or equivalent. Position may require other specific certifications related to the work performed.

**Job Conditions:**

This position requires the ability to work outside in all weather; to stand kneel, walk over uneven ground, or remain seated on equipment frequently during an eight-hour shift; to lift and carry up to 60 pounds unassisted; to frequently reach above or below shoulder height; to handle a variety of tools and operate controls requiring manual dexterity and hand-eye coordination. Involves exposure to dust, fumes, and noise and vibration from the operation of equipment. Ability to safely work with and follow chemical safety procedures and protocols.

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APPROVED

  
Debbie Zabell, City Manager

  
Date