

City of Richland – Job Description

Public Works Department – Grounds Worker

Purpose of Position

Maintain city grounds and provide street maintenance support

Major Duties and Responsibilities

Maintain city grounds through the use of departmental mowing equipment, including lawn mowers, weed-eaters and bush hog

Ensure the cleanliness of city shop

Maintain and clean departmental equipment

Perform preventive maintenance on departmental equipment as needed

Follow city safety manual

Collect trash and limbs as needed

Perform other duties as directed

Job Context

The Grounds Worker is a full-time position in the Public Works Department. The immediate supervisor for this position is the Grounds Supervisor. The person in this position is supervised on a daily basis. The Grounds Worker works regular hours year round, with occasional overtime when the workload demands it. The person in the position is on call as required by schedule. 5% of the work for this position is indoors; 95% of this work is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials on a weekly basis. This exposure includes, but is not limited to, battery acid, cleaning fluids, hot tar, and various petroleum products. The person in this positions should have a high school diploma or its equivalent. The stress level associated with this position is average. Physical work involved with this positions includes, but is not limited to, lifting, walking, shoveling, digging and climbing.

Knowledge, Skills and Abilities

Knowledge:

- Proper use of mowing equipment
- Proper use of hand tools
- Proper use of power tools
- Proper methods for pouring concrete

- Proper use of hot mix and other types of specialized street repair materials
- Basic vehicle maintenance
- Richland city layout
- City ordinances
- Proper grammar and proper use of English in speaking and writing
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures