

City and Borough Sitka, Alaska

Class Specification

Class Title	Grounds Maintenance Specialist
Class Code Number	5041
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	October 1, 2019

General Statement of Duties

Performs maintenance and beautification duties on parks, playgrounds, municipal building grounds and related areas; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain a clean, safe and beautiful environment in common areas, any related maintenance, and special projects within the City and Borough of Sitka. The work is performed under the direct supervision of the Building, Grounds and Parks Supervisor but leeway is granted for the exercise of independent judgment and initiative. Direct supervision may be exercised over the work of temporary groundskeepers. An employee in this class performs the duties of other employees in the Public Works Department or related departments as required or as assigned by supervisory personnel. In the absence of the Buildings, Grounds and Parks Supervisor, an employee in this class may temporarily assume the supervisory responsibilities of the Buildings, Grounds, and Parks Supervisor. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, and the public. The principal duties of this class are performed in an outdoor environment that may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Assists the Building, Grounds and Parks Supervisor in managing, organizing and supervision of groundskeeping operations, including supervising personnel, prioritizing work, allocating resources, establishing objectives and inspecting final work;
- Manages, organizes and supervises groundskeeping operations, including supervising personnel, prioritizing work, allocating resources, establishing objectives and inspecting final work;
- Coordinate with Building and Grounds Maintenance team on relevant projects
- Create documents design to record institutional knowledge of operations, as well as update existing project tutorials.
- Maintains landscaped areas owned or operated by the City and Borough;
- Maintains playgrounds, parks, trails, recreation facilities/structures, fences, cemeteries, related

- grounds, and city properties;
- Performs special projects related to beautification in the City, including making seasonal/holiday displays;
- Supervision is exercised over the work of temporary workers and volunteer groups and will train, assign, and delegate tasks accordingly
- Plants, waters, fertilizes, cultivates, mows and rakes grass;
- Trims fence lines and the banks of drainage ditches;
- Collects litter and debris;
- Uses hand tools such as picks, shovels and rakes;
- Operates power equipment, including chain saws, edger, weed eaters, push and riding mowers, and field painters;
- Cleans and weeds flower beds, mulches around flowers and waters as appropriate;
- Prunes, trees, flowers and related shrubbery as necessary;
- Performs maintenance upkeep on athletic fields;
- Operates small equipment for snow removal as weather dictates;
- Operates equipment for snow removal as weather dictates;
- Operates light to medium equipment, including dump trucks, loaders, backhoes, forklifts, plow trucks, etc.;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- May operate light to medium equipment, including dump trucks, forklifts, etc.;
- Operates mowers, chain saws and weed eaters and snow removal equipment to maintain right-of-ways, medians and common areas;
- May perform other duties of Public Works Maintenance Workers as necessary;
- Checks and maintains air, oil, fuel, spark plugs, mower blades, tires etc.;
- Cleans equipment and work area;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- May be required to attend meetings, conferences, workshops and training sessions, and may review assigned publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of trees, flowers, shrubs, grass planting, cultivation, pruning and other aspects of plant propagation and care, including the use of common insecticides, fungicides and fertilizers;
- Knowledge of basic mechanical and maintenance understanding of mowers, weed whips, blowers, chainsaws, etc:
- Skill to use hand and power tools;
- Ability to communicate well with others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to comprehend and follow safety rules and regulations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of groundskeeping duties;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED;
- Considerable groundskeeping experience, preferably with some supervisory role; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Alaska commercial driver’s license (CDL) Class B or ability to obtain a CDL Class B license within 6 months;
- Ability to obtain a first aid and a CPR certification within six (6) months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor the progress of work crews;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit work sites throughout the City and Borough and to work in confined spaces, trenches, in rough terrain and access and operate construction equipment.

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