

# CITY OF DAHLONEGA, GEORGIA CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:     GROUNDSKEEPER**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform general landscaping and grounds keeping. May assist with other public works projects as assigned.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs a variety of landscaping and maintenance duties; mows, weed eats and edges grass; plants and maintains flowers, trees, sod, and shrubs; clears leaves, tree limbs, trash and other debris from park areas; spreads and hauls ground cover or mulch; prunes trees and shrubs; weeds flower beds; spreads grass seed; spraying pre- and post-weed control chemicals; watering and fertilizing planted material.

Picks up trash, fallen limbs and other debris and transports to appropriate receptacles/dumpster sites.

Maintains assigned tools and equipment; performs preventive maintenance and routine repair on tools and equipment as needed; identifies needed repairs; and ensures tools and supplies are properly cleaned, stored, and secured.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations .

Obtains price quotes and purchases materials and supplies within authorized limits.

Communicates with supervisor, City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a variety of machinery, equipment and tools, to complete essential functions to include the use of commercial-grade, City-owned vehicles and trucks, tractors, pruners, shears, chain saw, weed eater, mower, rakes, paint machine, or other equipment.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED preferred; supplemented by one year of grounds keeping and landscaping experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia driver's license.

## PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

## ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, heights, machinery, vibrations, traffic hazards, toxic agents, animal/wildlife attacks, or animal bites.

*The City of Dahlonega, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I understand the position description for my job and what is expected of me. I understand that this is what I will be evaluated on. Further, I am able to meet the working conditions and physical requirements as stated for the position that I hold or will hold.

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Employee Signature

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Date