ASHEVILLE, NORTH CAROLINA

Classification Specification

Groundworker
Job Code: 4060
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform manual labor to assist with tree trimming and maintenance duties at ground level and to perform other grounds keeping activities.

Distinguishing Characteristics:

This is a single level classification.

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.

Assists with maintaining, trimming, and removing trees in accordance with established techniques, procedures, and accepted practices: cuts and trims tree branches; removes diseased or dead trees; ropes and blocks branches and trees; picks up and disposes of tree limbs, brush, and other materials from grounds or right-of-way areas; and removes and grinds stumps.

Performs various tasks involving right-of-way or roadside maintenance projects: mows grass; edges roadways, landscaped areas, driveways, and sidewalks; prunes and disposes of tree limbs, hedges, and shrubs; mulches leaves; spreads pine straw, mulch, or other grounds materials; lays sod or spreads grass seed; rakes ground materials; blows leaves and debris from rights-of-way; and picks up and disposes of debris and litter.

Follows established safety procedures: utilizes safety equipment and wears protective gear; monitors work

environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks and equipment to identify obstructions, pedestrians, or unsafe traffic conditions; flags and directs traffic and places markers, signs and cones around project and work site to ensure safety of crew and the traveling public; and reports any incidents, accidents, problems, or unusual situations.

Performs related duties in support of department operations: hangs and installs holiday decorations; and assists during and after emergency weather events, as directed.

Operates and maintains a variety of machinery, equipment, and tools associated with department projects, which may include bucket truck, knuckle boom truck and loader, chain saws, mower, dump truck, stump grinder, skid steer, track hoe, woodchipper, hand tools, or other tools and equipment.

Performs general cleaning and maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking and replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, replacing parts, washing and cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; and reports faulty equipment to supervisor.

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

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, work orders, stump dump tickets, vehicle maintenance logs, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by one year of experience in grounds maintenance, equipment operation, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Class B North Carolina Commercial Driver's License (CDL), including appropriate endorsement(s).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. 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 requiring complex and/or rapid adjustments.

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, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA Compliance:

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 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, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, or rude/irate customers.

The City of Asheville 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.