



DATE: March 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Groundskeeper III

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Groundskeeper III to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Groundskeeper job description was revised to update the definition, distinguishing characteristics, supervision received, essential duties, job related and essential qualifications, and education and experience. The changes to the job description are made to update the role and responsibilities of the current classification to reflect the operational needs of the department. The changes to the job description are as follows:

Groundskeeper III

Definition

Added: "...work in construction and grounds keeping."

Removed: "..., semiskilled and routine grounds keeping duties which may include gardening, landscaping, chemical spraying, tree trimming and removals and equipment operation,"

Distinguishing Characteristics

Added: "This is an advanced journey level position...by the requirement to direct...one or more crews in the performance of a variety of complex landscape construction and tree trimming and removal activities requiring the use of light and heavy equipment; or to direct and coordinate the activities of two or more crews; or by the performance of skilled craft

work in addition to directing the work of a crew. Work assignment received may be of a general nature requiring the exercise of judgment and initiative in the independent planning, scheduling and prompt completion of the work. Incumbents are expected to exercise effective supervision of subordinate personnel and may be required to perform duties similar to those performed by a Groundskeeper I, Groundskeeper II or, Tree Trimmer. The Groundskeeper III is also expected to be the liaison between the Landscape Division and landscape contractors in ensuring contract compliance and solving issues.

Removed: "The concept of a Groundskeeper III is that of a lead worker and as such may be required to perform duties similar to those performed by Groundskeeper I. Also operates a variety of light and medium motorized equipment related to grounds keeping activities."

Supervision Received

Added: "... Maintenance Manager."

Removed: "...Superintendent."

Supervision Exercised

Added: "Provides working lead direction to Laborers, Groundskeeper I, Groundskeeper II and Tree Trimmers."

Removed: "Responsibilities include supervision of one or more crews, including Tree, Stumping, Watering, Spraying, Groundskeeping, Litter and Irrigation."

Essential Duties

Added:

- "Duties may include but are not limited to the following:"
- "Exercises independent judgement in calculating materials, supplies, and equipment needed for specific projects, and ensures the availability of same."
- "...maintenance and repair of landscaped areas, irrigation systems and related facilities. Plans and schedules specific activities to be accomplished by crews under his or her supervision and sees to the prompt and efficient completion of the work."
- "Assists in trimming and removing trees, stumps and roots. Teaches and enforces safety regulations."
- "... and trains others in the operation of a variety of light, moderate and heavy equipment used in landscape construction and tree maintenance including maintenance and cleaning equipment and related hand and power tools."
- Acts as liaison between City and landscape contractors to ensure contract compliance and issue resolution.

Replaced: "...moderately" with "...moderate..." and "...Superintendent..." with "...Maintenance Manager..."

Removed:

- "Directs, coordinates and supervises the work of one or more crews involved with gardening, landscape construction, spraying, tree trimming and cleanup."

- "... maintenance and repair of landscaped areas, irrigation systems and related facilities."
- "Assists in trimming and removing trees, stumps, and roots."
- "...and hand and poser tool..."

Job Related and Essential Qualifications

Knowledge of

Added:

- "Programming, installation and maintenance of evapotranspiration and weather-based irrigation controllers."
- "Elementary principles of effective supervision."

Replaced: "Safe operating practices and procedures." with "Safety procedures and techniques."

Ability to

Added:

- "Maintain written records."
- "Work various schedules."
- "Establish and maintain effective interpersonal relations with co-workers, the public and contractors."
- "Cope with different situations and changing priorities."

Experience and Education

Replaced: "...training..." with "education"; "...eighth..." with "...twelfth (12th)..."

Added: "...tree trimming, irrigation and landscape..."

Removed: "...park..."

Special Requirements

Added: "Essential duties require the following mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces, and be able to tolerate some exposure to varying amounts of vibration and equipment noise, pesticide chemicals, gas, oil and PVC glue and mechanical hazards; frequent standing and walking and occasional kneeling, crouching, stooping, twisting of the upper body, climbing; handling equipment; digital dexterity; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; ability to safely lift and move equipment weighing up to 80 pounds; converse by telephone, email, in person and be clearly understood; read and comprehend technical and complex documents; and interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation."

FISCAL IMPACT

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved By:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

Kelly McAdoo, City Manager