



DATE: May 11, 2017
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Revised Job Description for Groundskeeper II

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Groundskeeper II 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 II job description was revised to update the 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 classification to reflect the current operational needs of the department. The changes to the job description are as follows:

Groundskeeper II

Distinguishing Characteristics

Added: "Positions in this class also have the responsibility of pesticide application and manual methods of weed abatement during weed season."

Removed: "...tree trimming..."

Supervision Received

Replaced: "...Superintendent..." with "...Manager..."

Essential Duties

Removed: "Depending upon assignment..."

Replaced: "...pesticides..." with "...post and pre-emergent herbicides and..."

Job Related and Essential Qualifications**Knowledge of**

Added:

- "Programming, installation and maintenance of evapotranspiration and weather-based irrigation controllers."
- "Safe and effective use of herbicides."

Experience and Education**Experience:**

Removed: "...park maintenance and..."

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.

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

Approved by:



Kelly McAdoo, City Manager