

City of Poulsbo

Position Description

Position Title: Grounds Maintenance Technician I	Reports To: Services Foreman
Department/Section: Public Works	Date: June 1, 2023
Salary Schedule: Teamsters Salary Schedule-Level 1	FLSA: Non-exempt

General Scope of Work:

Positions in this class perform a variety of grounds keeping tasks in the City's parks and other grounds owned and maintained by the City. Incumbents operate grounds keeping equipment and a wide variety of hand tools, portable power tools and mowers to accomplish assigned duties.

Essential Functions of the Job:

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform maintenance and landscaping duties in City parks, grounds, and related facilities.
2. Perform a variety of duties in the planting and maintenance of landscaped areas consisting of bushes, trees, flowers, shrubs and lawns; water, mow, weed, trim and fertilize lawns; rake leaves and clear debris from walks, fields, courts, and other facilities.
3. Assist in the installation, repair and inspection of the playground equipment, fences and other related parks equipment and facilities.
4. Maintain landscaped areas; assist Leads in applying fertilizers, herbicides and pesticides as needed.
5. Operate and maintain landscaping and maintenance equipment including City vehicles, turf mowers, blowers, weed eaters, pressure washers, and power tools associated with the job duties as stated above.
6. Inspect, clean, drain and repair irrigation systems; assist in irrigation system installation.
7. Maintain athletic fields; clean and maintain tennis courts.
8. Report damage, vandalism, broken or hazardous conditions to supervisor.

9. Pick up trash and remove litter from all City parks and grounds.
10. Clean all park drinking fountains and report damage.
11. Understand and adhere to safe work practices and procedures.

Performance Requirements

1. Professional working relationship and positive problem-solving attitude.
2. Deal courteously and tactfully with the public in response to inquiries and complaints.
3. Perform related duties and responsibilities as required.

Qualifications

Knowledge of:

1. Basic principles and practices of parks & grounds maintenance and repair.
2. Knowledge of safety and general maintenance practices.
3. Materials, tools and equipment used in grounds maintenance.
4. Occupational hazards and standard safety practices.

Ability to:

1. Ability to operate general maintenance equipment such as mowers, utility carts, power tools, and manual transmission vehicles.
2. Physical strength and ability sufficient to meet job requirements for extended periods under uncomfortable conditions in all types of weather. May involve lifting up to 50 pounds and hard manual labor.
3. Ability to follow oral and written instructions in English.
4. Ability to work as a member of a team.
5. Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Education and Experience

High School Diploma or GED required. Some experience at operating power mowers, power hand tools, edgers and grounds keeping equipment; or any combination of training and experience that would provide the desired knowledge, skills and abilities.

Licensing and Certification

Valid Washington State driver's license with driving record free from serious or frequent violations.