

City of Madison

Job Description



Title: Grounds Support Tech

Department: Facilities & Grounds

FLSA Status: Non-Exempt

Pay Grade: 104

New Position

Position Change

Effective Date 3/14/2002

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This is manual work requiring considerable physical strength and endurance. Work is usually performed under the immediate supervision of a lead or supervisor and instructions are received at the beginning of each new job. Constant supervision is not always available for routine and repetitive tasks. Work is reviewed through observation of results. Position performs routine, entry-level tasks for field and ground maintenance/repair at all Neighborhood Parks and trailways, as well as assisting with the Library and City Hall. Position also performs routine, entry-level building maintenance.

Essential Functions/Major Responsibilities:

- Pickups of trash and debris on grounds; empties trash cans.
- Repairs of dugouts, benches, picnic tables, benches, bleachers, cabinets, and pavilions at city parks.
- Mixes concrete, as needed.
- Maintains grounds; mows, fertilizes, operates weed eater, and pulls weeds by using small equipment and/or tools.
- Assists with the assembly and installation of playground equipment.
- Assists with the building and repair of fence posts.
- Assists putting up nets for recreational events.
- Assists in the planting of flowers, shrubbery, hedges, and trees.
- Assists with applying fertilizer and grass seed to grounds. This will be performed under the direction of a Supervisor.
- Moves furniture.
- Sweeps, mops, strips, and waxes floors.
- Cleans and sanitizes restrooms.
- Paints buildings.
- Lays floor tile.
- Repairs damaged ceiling tiles.
- Builds park shelters and structures.
- Makes minor plumbing repairs.

Secondary Functions:

- Cleans equipment and vehicles.
- Drives city vehicles to and from worksites within the city limits of Madison.
- Assists with inspection of parks and buildings.
- Performs other related duties as required.

Job Scope:

- Work is usually performed under the direction of an immediate supervisor or a journey level worker.
- Instructions are typically received at the beginning of each new job.
- Constant supervision is not always available.

Supervisory Responsibility:

None.

Interpersonal Contacts:

- Interacts with team of workers, including lead, and employees requesting services. Must be able to follow instructions from lead.

Knowledge, Skills, and Abilities:

- Knowledge of common safety practices.
- Skills to operate various light equipment (mowers, weed eater, edger, blower, etc. in the maintenance of ball fields and grounds).
- Ability to read and understand written instructions and diagrams, etc.
- Ability to follow verbal directions.
- Ability to work independently without close supervision.
- Ability to work with a team and independently.
- Ability to work at a fast pace to complete a high volume of work.
- Ability to follow instructions.
- Ability to perform basic maintenance on buildings and grounds.

Education and/or Experience:

- High school diploma or GED.
- Experience operating a tractor with attachments, mower, weed eater, and other related lawn equipment.
- Strong work history of dependability and performance.

Additional Requirements:

- Must maintain a strong driving record for city-insurance purposes and record may be periodically checked by the city.
- Must have a valid Driver's License.
- Strong background record required due to accessibility to children, seniors, employees and city property.

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Job Conditions:

- Must wear appropriate safety attire and follow all safety precautions.
- Work around dirt, dust, germs, chemicals, cleaning supplies, and unsanitary conditions at times.
- Most job duties are performed outside in varying weather.
- Job may require occasional overtime and work on weekends.
- Job requires slip resistance/steel toe footwear to be worn during work hours.

Physical Capabilities:

- This position's physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Work requires the physical ability to stand for extended periods of time; perform continuous repetitious lifting.
- Work also involves bending, stooping, twisting, pulling, turning, and squatting while performing essential functions; and the ability to operate saws and equipment associated with the work.
- Ability to stand on feet and perform repetitive work up to 8 hours per day.
- Ability to see well enough to drive vehicles and equipment (corrective lenses acceptable).
- Must be able to communicate with team members.
- Ability to bend, lift and move freely, and has full use of hands in order to operate equipment and to perform cleaning and maintenance tasks.
- Flexibility to pick up ground debris and perform other tasks at ground level.

Mayor Approval, Date

Department Head Approval, Date