



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### **FACILITY AND GROUNDS WORKER**

#### **GENERAL PURPOSE**

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of Town buildings, parks, open spaces, and related facilities. Performs other related duties as assigned.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Supervisor/Manager and may also be more immediately supervised by Public Works Maintenance Worker 1 or II or other Lead type worker.

#### **SUPERVISION EXERCISED**

Generally no direct supervision.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level position in the Town maintenance services. Duties and responsibilities are generally unskilled and routine. Assignments differ from the Maintenance Worker I/II assignments by the emphasis on cleaning, building, and landscape maintenance activities in contrast to the Maintenance Worker I/II where the emphasis is on repair and maintenance.

#### **EXAMPLES OF DUTIES**

Duties can include but are not limited to the following:

Mows and maintains park and open space areas; mows lawns; weeds; cleans and maintains Tennis, Pickleball, Bocce and Basketball courts, exercise equipment and playground equipment and surfaces; assists in the repair and installation of irrigation lines and heads; Inspects, washes, and performs routine maintenance of drinking fountains and restrooms; Sweeps, washes, paints, and repairs outdoor tables and BBQ pits; Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, and maintenance sheds. Performs custodial, maintenance, mopping, washing walls, sanitizing toilets, and other unskilled and semi-skilled trades work; Plants and maintains lawns, trees, shrubs, and flowers; Collects and disposes of solid waste from buildings and grounds; removes and picks up litter from premises; Opens and closes, locks and unlocks facilities as needed; Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use; Assists in the construction of new open space, parks, path and other town facilities, including clearing, grading, drainage, and foundation work; Keeps records of work completed using both paper and/or other technology as required.

#### **PERIPHERAL DUTIES**

Establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and cooperation yard; Performs all duties in conformance to appropriate safety and security standards; Operates a personal

computer, smart phone, or smart device, utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines; May perform related custodial duties for Town facilities; In accordance with California state law, shall serve as designated emergency worker in the event of an emergency; may be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

#### **Necessary Knowledge, Skills and Abilities:**

Some knowledge of equipment, materials and supplies used in building and grounds maintenance; some knowledge of equipment and supplies used to do minor maintenance and repairs; some knowledge of first aid and applicable safety precautions.

Skill in operation of listed tools and equipment.

Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects up to 50 pounds independently, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

### **LICENSES/CERTIFICATES**

A Valid California Class C driver's license.

All required licenses and certificates must be current and valid as a condition of employment.

### **TOOLS AND EQUIPMENT USED**

Pickup truck; lawn and landscaping equipment including tractors, mowers, aerator, chainsaw, edger, weed trimmers, leaf blower, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; while performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear; the employee must frequently lift and/or move up to 50 pounds independently and occasionally lift and/or move more than 100 pounds with team lift or mechanical lift. Specific vision abilities required by

this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; while performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions that can be adverse at times. The employee frequently works in high, precarious places and is frequently exposed to wet and/or hot, and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock; the noise level in the work environment can occasionally be loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position; The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval:

Town Manager /s/ Steven R Rogers

Revision History:  
Version1

Effective Date:  
5/7/19

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