

**City of San José**  
**CLASS SPECIFICATION**

**Title: Groundswoker (3411)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks, Recreation, and Neighborhood Services	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision, performs semi-skilled and skilled grounds maintenance duties in support of the City's parks and recreation facilities. Operates a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicle, trucks and equipment relevant to work performed, ensuring compliance with safe working practices. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Groundswoker is the journey-level class responsible for performing the full range of grounds maintenance duties in support of the City's parks and recreation facilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Depending on the work group or assignment, incumbents may be required to work on Saturdays, Sundays, and holidays.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Completion of high school or equivalent (General Educational Development [GED] Certificate or California Proficiency Certificate) AND two (2) years of grounds maintenance experience.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid State of California Certified Commercial Applicator's License may be required.
- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

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- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfill responsibilities and maintains confidentiality as appropriate.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FREQUENCY*
1.	Operates a wide range of hand, mechanical, and power tools, as well as a variety of light and heavy vehicle, trucks, and equipment relevant to grounds and maintenance work; complies with all safety regulations in the operation of tools and equipment.	Daily/Several Times
2.	Maintains work-related records and makes corresponding reports.	Daily/Several Times
3.	Performs cleanup and litter pickup functions.	Daily
4.	Applies fungicides, herbicides, insecticides, and fertilizers.	Daily
5.	May be responsible for vehicle and pedestrian traffic safety in work areas.	Daily
6.	May provide lead guidance to less experienced workers.	Daily
7.	Irrigates, cultivates, prunes, plants, and transplants a variety of turf, shrubs, trees, and plants.	Weekly
8.	Makes minor repairs and adjustments to irrigation systems, mowers, and miscellaneous equipment.	Weekly
9.	Schedules automatic irrigation controllers.	Weekly
10.	Maintains and makes minor repairs to playground/picnic equipment and playgrounds, picnic areas, athletic fields and playing courts, park trails, and firebreaks; cleans pools and fountains.	Intermittent
11.	Explains programs and policies to the public.	Intermittent
12.	May assist in firefighting and rescue duties in wilderness park areas.	Intermittent
13.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

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- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 4/80, Rev. 5/84, Rev. 7/89, Rev. 4/92, Rev. 2/98, Rev. 06/17; s002*