

Class Title: **Grounds Maintenance Worker**  
Department: Public Works/Utilities  
Division: Streets  
Performance Appraisal:

Date: October 18, 2022  
Grade Number: SL-3  
FLSA: Non-Exempt

**GENERAL PURPOSE:** Performs a variety of unskilled and semi-skilled work, and operates a variety of equipment, in the maintenance of grounds, streets, roads, and right-of-ways.

**SUPERVISION RECEIVED:** Works under the immediate supervision of the Grounds Maintenance Supervisor.

**SUPERVISION EXERCISED:** None.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate and perform routine maintenance on mowing/cutting equipment

Weed eating, trimming, Cutting grass and landscaping

Remove debris from streets and city property.

Load/unload dirt, gravel, trash, garbage.

Work as part of crew in road repair, gravel spreading or ditch digging.

Maintains radio or other communications with the office to receive or report variances to standard operations.

Conducts a daily inspection of tire air pressures, hydraulic pressure, air tanks, hydraulic fluids, transmission fluids, power steering, lights, and other critical parts of equipment prior to the execution of the daily tasks.

Performs routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor; cleans equipment. Maintains a variety of records relating to inspections, maintenance activity, collection activity, etc.

Plant flowers, trees, and shrubs.

Monitor and maintain plant health.

Remove dead, damaged or unwanted trees.

Operates and handles the leaf machine to clean leaves from the City streets and ditches.

Works shovel and other machinery in the removal of snow or ice. Cuts trees, limbs and other debris.

Performs all duties in conformance to appropriate safety and security standards.

Performs other duties as may be assigned by supervisor.

PERIPHERAL DUTIES: None

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) graduation from high school or GED equivalent, and
- (B) any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) some knowledge of equipment, methods and procedures for operation of tractors, mowers, weed eaters, and common hand tools.
- (B) skill in operation of the listed tools and equipment.
- (C) ability to perform heavy manual tasks for extended periods of time; work safely; establish and maintain effective working relationships with employees, supervisors and the public; understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS: Valid State Driver's license and CDL certification or ability to obtain

## TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including medium size tractors, , rotary mowers, weed eaters, utility truck, hydraulic lifts, common hand and power tools, pitch fork, wrenches, shovels, rakes, hoes and mobile or portable radio.

## 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk and sit. The employee is occasionally required to hear and talk.

The employee must constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds. 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 in outside weather conditions which at times may be extreme. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Medical evaluation (physical) and drug screen required of selected applicant.

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 City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

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Employee Signature/Date

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Supervisor Signature/Date

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Department Director Signature/Date

## Job Posting

**Company Name:** City of Covington  
200 West Washington Avenue  
Covington, TN. 38019

**Contact:** Tiny Barton, Personnel Director  
(901) 476-9613

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- **Job Title:** Ground Maintenance Worker
  - **OPENING/CLOSING DATES:** 1/13/2016 – 1-27-2016
  - **To apply please fill out an application at the Personnel Dept. City Hall 200 West Washington 2<sup>nd</sup> floor**
  - **Job Duties:** Mows, landscapes, cleans, all city grounds as scheduled and assigned. Operates, cleans and services light duty vehicles, tractors, riding/push/pull mowers, weed eaters, chain saws, rakes, shovels etc. Loads and unloads dirt, gravel, and debris. Carries out seeding, fertilizing, top dressing, soil conditioning, watering, pest and weed control.
  - **Equipment Knowledge/Skills:** Motor vehicle lawn and landscaping equipment, including tractors mowers, chainsaw, edgers, weed trimmers, miscellaneous hand and power tools.
  - **Qualifications:** Valid TN drivers license.
  - **Test Requirements:** Must pass physical and drug screen.
  - **Education:** High School diploma or GED.
  - **Minimum Age:** 18
  - **Minimum Experience Required:** See above job duties/responsibilities.
  - **Physical Requirements:**  
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  - **Work Hours and Work Days:** 40 hours per week. Successful candidate maybe required to work early mornings, nights and weekends.
  - **Permanent:** Yes
  - **Salary – Grade Level 3:** \$9.20 per hour
  - **Number of Openings:** 1
  - **Number of Applicants to Refer:** All that qualify

Order Taker \_\_\_\_\_  
(Rev 3-2010)