



GROUNDS MAINTENANCE WORKER 2

4110

GENERAL DESCRIPTION OF CLASS

The GROUNDS MAINTENANCE WORKER 2 inspects grounds to determine needs and design planting or landscaping project. Maintain a clean, attractive, well landscaped appearance and safe environment to the grounds around state owned and leased facilities and properties such as public parks, recreation areas and parking lots.

DISTINGUISHING FEATURES

This is the second level of a two-level classification series. This class is distinguished from the lower level by the added responsibility for the independent design and planning of landscape projects AND the assignment of duties requiring a Public Pesticide Applicator license.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Project Design

Design, install, and maintain irrigation and drainage systems which include preparing the plans, specifications and materials lists, ordering parts and equipment, and complete installation according to specifications. Do on-site inspections of work areas to determine landscaping needs. Review and interpret site plans and architectural drawings to determine planting or landscaping needs. Review work plans with supervisors or managers to set priorities and monitor goals and budgets.

2. Turf and Plant Care

Identify and diagnose plant and lawn diseases and administer or oversee the administration of the remedy. Take and test soil samples to determine the need for chemical additives or natural nutrients. Identify areas appropriate for specific plant types and implement planting and landscaping strategy. Mow, edge, aerate and thatch lawns and fields with use of manual and power equipment. Plant, cut, trim, prune, transplant, fertilize, and water lawns, shrubs, bedding plants, ground cover, and trees using hand or power equipment. Eradicate weeds using tillers, line trimmers or herbicides. Mix restricted use pesticides according to manufacturer's instructions. Calibrate equipment and oversee or apply pesticides.

3. Equipment and Area Maintenance

Troubleshoot and complete repair and overhaul on tools and equipment. Coordinate services for contracted repair work. Maintain vehicles and power equipment by checking fluid levels, lubricating and cleaning after use. Clean tools and maintain shop cleanliness.

4. Administrative

Order and maintain stock of readily available materials for landscape work. Complete reporting on pesticide applications. Drive trucks and deliver supplies and operate a variety of equipment.

The duties listed below are for positions that work with adult or youth inmate and patient workers:

Some employees coordinate work flow and assign work. Employees direct workers to follow rules, policies, procedures and security guidelines; instruct and train on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate work performance; escort workers from area to area; search work areas for contraband; verify and sign time cards; monitor work area for cleanliness and order; and direct workers in cleaning methods. Employees escort outside contractors and vendors into secure perimeters of facilities.

RELATIONSHIPS WITH OTHERS

The Grounds Maintenance Worker 2 has daily contact with agency staff, tenants, clients, the public, vendors, inmates and students to answer general questions, give directions, and provide assistance to those using grounds. Employees have contact with other trades people when assisting on special assignments.

SUPERVISION RECEIVED

The Grounds Maintenance Worker 2 receives general supervision. Work is reviewed periodically or as required for quality, timeliness, and compliance with agency policies, regulations, and guidelines. Employees use Occupational Safety and Health Administration, Department of Environmental Quality and Department of Agriculture agency policies, procedures and standards; city, county, and state ordinances, codes, and laws, and material data safety sheets to ensure proper handling of chemicals. Work is often performed in the field and day-to-day operational decisions are made independently.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional or mental health facilities, etc.). They require the willingness to work outdoors in inclement weather. They require the willingness to walk, stand, and work from a bending position for extended periods of time. They require the willingness to perform manual labor. Positions require the willingness to work with and around restricted-use pesticides.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Horticultural practices, procedures and methods such as planting, pruning, trimming, watering, fertilizing, and spraying a variety of trees, shrubs, flowers, ground covers, and grasses.
Hazards and safety precautions.
Pesticide and fertilizer application.
Integrated pest management practices.
Plant identification, botany, and soil chemistry.
Plant and lawn diseases and remedies.
Irrigation system designs and drainage systems.
Landscape architecture including how to read blueprints and site drawings.

Skill to:

Safely use and maintain the tools and equipment of grounds keeping and landscaping activities.
Perform minor repairs to tools and equipment of trade.
Install and maintain irrigation and sprinkler systems.
Calibrate application equipment and mix restricted-use pesticides.
Apply restricted-use pesticides.
Inspect grounds and interpret site plans and architectural drawings to determine landscaping needs, and design appropriate landscape.
Diagnose plant and lawn diseases and to recommend an appropriate remedy.
Design irrigation systems.
Set job priorities.
Utilize computerized work order system.
Prepare reports, maintain records, order parts, and take inventory.
Operate large machinery (e.g., tractors, snow plows, backhoes, etc.)

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised 10/2007

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division