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|-----------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------|
|  | <b>JOB DESCRIPTION</b> |                                                                      |
|                                                                                   | Position Title         | <b>Landscape and Grounds Maintenance Worker - Seasonal Temporary</b> |
|                                                                                   | Status                 | Temporary Full Time                                                  |
|                                                                                   | Direct Report          | Construction Manager                                                 |
|                                                                                   | Revised                | June 2018                                                            |

## **SUMMARY**

Under general supervision, performs a variety of work in the general maintenance of landscape and grounds; maintain and perform minor repairs to grounds maintenance equipment; performs related duties as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification. Maintains grounds in clean, safe, and orderly manner; mows, edges, aerates lawns and border areas; removes weeds and debris from walkways, culverts, stairways, roadways, planters and parking areas by hand or via herbicide application; prunes shrubs and trees up to maximum height of fifteen feet; uses blower or broom to sweep sidewalks; maintains in-ground drains and culverts; loads and unloads equipment or materials from department vehicles; hauls and disposes of landscape cuttings and debris; cultivates and renovates designated planting areas; installs or replaces turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs; plans, installs, assists with repairs or installations of fencing, paving materials for pathways, concrete and rock retaining walls, wood, concrete and/or rock borders and various posts, slabs, drains, and culverts; operates and maintains grounds maintenance equipment such as lawn mower, edger, sweeper, string trimmer, rototiller, chainsaw, power hedge trimmer, sprayers, and basic gardening hand tools; loads equipment on trailer for transport and drives to work sites; keeps hoses, supplies, tools, and equipment in proper condition and repair; maintains service request records, equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, and records of supplies used; mixes and applies approved herbicides for weed mitigation; mixes and applies fertilizers; performs minor pest management; maintains stock of fertilizer and plant food supplies; maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials; maintains logs and files pesticide use reports; assists in other minor maintenance tasks as required.

## **MINIMUM QUALIFICATIONS**

### Education, Training and Experience

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including specialized knowledge and work experience in landscaping and horticultural techniques.



## **Landscape and Grounds Maintenance Worker**

Knowledge of: Turf management and maintenance practices and techniques including water conservation; horticulture and methods of planting, cultivation, pruning, and caring for plants, trees, and lawns; installation, operation, and maintenance; operating characteristics of a full range of ground maintenance equipment; proper and safe application of fertilizers, herbicides, and chemical controls; recordkeeping techniques; legislation on using pesticides in schools; safe lifting techniques; safe handling, storage, and disposal of hazardous materials; basic math.

Skill and Ability to: Operate hand and power tools, and other associated grounds maintenance equipment; maintain grounds maintenance equipment; perform tree maintenance; perform general gardening and grounds work; read and understand labels, service requests, and similar documents; follow oral and written directions; communication effectively in both oral and written form; maintain work logs and service requests; establish and maintain cooperative and effective relationships with those contacted in the course of work assignments; perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, tools, equipment and materials.

### Other Characteristics

Possession of a valid Georgia driver's license; willingness to work outside (if necessary) in inclement weather.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

I have received a copy of my job description and understand I am responsible for ensuring that I am able to perform the functions assigned to me in a safe manner according to all laws, agency rules, policies and procedures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
WHA Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

