



## CITY OF WEBSTER CITY JOB BAND DESCRIPTION

**POSITION:** Public Grounds Technician

**JOB – BAND CLASSIFICATION:** Recreation & Public Grounds

**Definition:** Performs manual duties in the preparation of graves and in the year-round maintenance of parks, cemetery, and all other city owned green space areas, including the maintenance of buildings and equipment.

### **Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

*Essential duties and responsibilities may include, but are not limited to the following:*

### **Level I - II:**

- Performs general landscape duties including mowing, trimming, sodding graves, planting trees and bushes, and weed control of all City owned green space.
- Performs seasonal tasks including, but not limited to, snow and ice removal of city side-walks, trails and parking areas.
- Performs Park checks during day
- Performs Park checks during day, evening hours and weekends. May be assigned pool checks as needed.
- Prepares burial sites for burial services.
- Perform general upkeep and maintenance on equipment, including but not limited to vehicles, mowers and trimmers.
- May be assigned to perform maintenance or repair work in and around pools, filter room, chlorine room and on the pool decks.
- May be assigned on a seasonal basis, clean and drain pools; winterize, drain water lines, etc.
- Required to report to assigned worksite as scheduled.
- Able to work weekends if needed (e.g., funerals, snow removal, special events)
- Performs other duties of a similar nature or level as assigned.
- Maintain confidentiality of work-related issues and City information.

### **Level III:**

- Performs all level I-II functions.
- Assists in locating, opening, closing and maintaining grave sites.

- Performs general carpentry, maintenance, and construction work.
- Performs basic troubleshooting activities.
- Perform maintenance and repairs for equipment, including but not limited to vehicles, mowers and trimmers.
- Crew Leader for various seasonal employees.
- Handles routine daily maintenance questions from seasonal employees.
- Operation of heavy equipment including, but not limited to, backhoe, dump truck, pay loader, rotary mower.
- Maintains all cemetery records.
- Assists individuals with entire burial process.
- Performs duties of intermediate difficulty with need for individual judgment.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

Level I - III: Assist with supervision of part-time/seasonal staff.

**Required Competencies:**

***Includes, but is not limited to, the following:***

*Customer Service* – Helps customers purchase lots and find grave sites. Deals with concerns of the public and attempts to solve problems.

*Cooperation* – Cooperates and works as a team with all members of city staff, outside agencies, and the general public.

*Organizational Skills* – Organizes materials, tools, and time to complete jobs within specified work hours.

*Decision Making Skills* – Ability to make sound decisions and purchases within the limits of the job function.

*Research Skills* – Ability to utilize resources and locate information necessary for the operation of Graceland Cemetery. Ability to research operating practices of other cemeteries including, the best alternatives for equipment and landscaping needs.

*Communications Skills* – Must be able to effectively communicate both orally and in writing with the general public and co-workers to build a team concept. Must be able to understand and report to supervisor on a variety of work tasks and accomplishments.

**Education, Experience and Technical Skills Required:**

High School diploma or equivalent. Must possess a current State of Iowa Drivers License along with the ability to obtain a Commercial Driver’s License with air brakes (CDL) and Certified Commercial Applicators License within 6 months of hire. Turf management experience desired.

*Turf Management Skills* – Ability to diagnose problem turf areas with recommended seeding, broad leaf control and fertilizer options.

*Clerical Skills* – Performs a variety of correspondence work including filing, filling out reports, and data entry. Public Grounds Technician at the Cemetery will serve as Notary Public.

*Accounting Skills* – Not applicable. Supervisor has responsibility of inventory and budget analysis.

*Mechanical Skills* – Ability to trouble-shoot and repair a variety of equipment including hand and power tools, heavy machines, lawnmowers, trimmers, and vehicles. Must possess a general knowledge of computers.

Level I - III: Ability to use power tools to include chain saw and power auger. Continued development in field by attending various training sessions or seminars, including acquiring any job-related certifications (e.g., the Iowa State University “Iowa Tree Steward Program.”).

**Physical and Environmental Requirements:**

Ability to talk, write, read, reach, hear, see, grasp, feel, and maintain a rapid work speed. Active work with the ability to sit, walk and/or stand for several hours during work time. Must have the ability to kneel, bend, stoop, and lift, along with the ability to carry, push, or pull relatively heavy objects 50 lbs without assistance. Must work in a variety of conditions including extreme heat and cold.

**FLSA/Wage Hour Status:** Non- Exempt