

City of South Sioux City Job Description

Job Title: Buildings and Grounds Caretaker

Department: Building & Grounds

Reports To: Building and Grounds Director

FLSA Status: Non-exempt

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Approved By: Gene Maffit

Approved Date: 10/10/13

Summary Maintains grounds of industrial, commercial, or public property by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Cuts lawns.

Trims and edges around walks, flower beds, and walls.

Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.

Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.

Rakes and bags leaves.

Cleans grounds and removes litter.

Shovels snow from walks and driveways.

Spreads salt on public passage ways to prevent ice buildup.

Plants grass, flowers, trees, and shrubs.

Waters lawn and shrubs.

Repairs fences, gates, walls, and walks.

Paints fences and outbuildings.

Cleans out drainage ditches and culverts.

Sharpens tools such as weed cutters, edging tools, and shears.

Makes minor repairs on equipment such as lawn mower, spreader, and snow removal equipment.

Knowledge of plumbing, heating/cooling, electrical, turf management, and carpentry preferred.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Teamwork - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Supports affirmative action and respects diversity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificates, Licenses, Registrations

Must have a valid driver's license. Will need to obtain CDL, pesticide license and possibly pool operator's license. Time and training to acquire said licenses will be allowed for selected candidate.

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 walk and talk or hear. The employee is frequently required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and 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 is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and extreme cold. The noise level in the work environment is usually moderate.

Residency Requirements-

Must reside within the South Sioux City School District within 6 months of hire for the duration of employment.