

COUNTY OF GILLESPIE
JOB DESCRIPTION
For
Grounds Maintenance Department
Maintenance Technician
Assistant Groundskeeper and Facilities Maintenance

JOB CODE: 5711

FLSA CLASSIFICATION: Non-Exempt (7-day, 40 hour work period, Sunday through Saturday); Full-Time

OCCUPATIONAL CATEGORY: Maintenance Technician - Grounds

WAGE SCALE: Pay Group 11 ... Salary Range \$13.76 hourly entry level - \$19.95

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis. Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases. Normally new staff comes in at the entry level. Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

County positions shall be reviewed at least annually ... may include, but not limited to review of essential duties/functions, necessity of position, wage scale rating, and budgetary factors.

PAY PLAN:

The wage for this position is established according to the County Pay Schedule. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule overtime compensation will be computed on a 40-hour WORK period.

Wages are paid biweekly.

LEAVE PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Vacation: Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

Sick Leave: Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per year.

Holidays: Commissioners Court approved holidays.

BENEFIT PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Group Medical Coverage: The County provides and pays for employee major medical and prescription drug coverage ... employee enrollment is not mandatory.

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Section 125: The County offers a Section 125 Cafeteria Plan ... flexible benefit, premium deferred only plan for qualifying coverage.

Other: The County provides workers' compensation and unemployment coverage.

SUPPLEMENTAL ELECTIVE COVERAGES:

Supplemental elective coverage(s) ... such as: accident, dental, life, cancer, heart; and membership in emergency transport coverage plan(s), are offered through payroll deduction.

The County does not contribute towards the coverage(s) costs.

OTHER:

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

Under the general direction of the Lead Groundskeeper and the Facilities Maintenance Department Director. This position performs various grounds maintenance work at a variety of county facilities including shredding and grounds maintenance at the County Airport. Primarily responsible for the daily maintenance, appearance and landscaping of the County Airport plus selected County owned facilities to include lawns, shrubs, flower beds, and perform other related duties associated with grounds keeping responsibilities. Operates various types of equipment including pickup trucks, tractors, riding mowers, push mowers, weed eaters, trimmers, power tools, and other equipment as may be necessary to properly maintain County landscapes. Performs other reasonable duties as assigned such as minor facility repair and/or assisting other service/maintenance departments such as the Facilities Maintenance, Custodial, and Information Systems on an as-needed basis.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Reports to and receives general direction from the Facilities Maintenance Supervisor, the Lead Groundskeeper, and occasionally from members of the Commissioners Court ... with moderate latitude for the use of initiative and independent judgment.

SUPERVISION: Occasional supervision of community service workers when applicable.

OTHER: Has frequent contact with other county personnel, community service workers, volunteer workers, and the general public as well as suppliers of goods and services to the County.

ESSENTIAL DUTIES/FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:
GROUNDS / LANDSCAPING MAINTENANCE:

Maintain the safety and landscape appearance of the County owned Airport, grounds, flower beds, and gardens. Perform scheduled maintenance and unscheduled/necessary maintenance and/or repairs as may be required to properly maintain appearance and safety.

Tasks to include ... shredding with a tractor and bat-wing mower, general mowing, weed eating, edging, tree trimming, tree removal, trimming bushes, removal of brush and debris, weeding flower beds ... planting flowers, plants, trees and bushes ... establishing new gardens or beds and/or refurbishing existing ones. Performs other tasks as may be assigned or required to maintain and improve grounds/landscaping at all County facilities.

Perform tasks with the use of proper hand and power tools.

Maintain accurate records of maintenance performed and/or needed.

Follow safety and good housekeeping practices.

Properly operate county vehicle to transport materials to and from job sites.

Respond to emergency and non-emergency repairs and cleanups as needed.

Maintain inventory of issued tools, equipment, and supplies.

Maintain tools and equipment in clean and operational condition and perform minor repairs.

Work in a safe and efficient manner.

Be watchful of and report any damaged equipment, safety hazard, or possible safety hazard to proper authority.

OTHER:

Perform other related duties/functions as may be assigned or required such as minor facility repair and/or assisting other County departments such as Facilities Maintenance, Information Systems, and/or Custodial on an as-needed basis.

WORKING CONDITIONS AND SCHEDULES:

COUNTY FACILITIES and VEHICLES

County facilities including vehicles are smoke free and alcohol free working environment.

PHYSICAL:

Demands of the position require daily and prolonged repetitive motor movements. Position requires frequent movement of 30 to 50 pound or greater loads. The request for assistance with extremely heavy object(s) is required for personal and material safety. Work tasks can include:

- lifting/carrying/pushing/pulling
- stooping/bending over
- reaching (ground and overhead)
- climbing/balancing (ladders)
- walking/standing
- work with hand and power tools used in grounds and facilities maintenance

ENVIRONMENTAL demands of the position:

Work locations will be in close proximity to highly utilized public facilities.

Contact with potentially hazardous solvents and abrasive materials or compounds.

Working conditions consist of primarily outdoor environments. Outside activity may take place in possibly adverse weather conditions.

SCHEDULES:

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Regular attendance is essential. Employee must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Any absences must be reported to supervisor as soon as possible.

Employees are required to record their work hours properly and to submit time records promptly to their supervisor.

MINIMUM REQUIREMENTS / QUALIFICATIONS ... of applicant

EDUCATION:

Should possess a high school education or equivalent.

AGE:

Must be at least 18 (eighteen) years of age.

LICENSE:

Must maintain a current Texas Driver License ... minimum Class C ... and have/maintain an acceptable driving record.

SECURITY RERQUIREMENTS:

Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. Application for CJIS security access will be handled through the Sheriff's Office.

For more information on CJIS requirements visit the Texas DPS CJIS System Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

EXPERIENCE:

At least two year's work experience in related field; or an equivalent combination of education and related work experience that provides the required knowledge, skills, and abilities to perform the essential duties/functions of this position.

CELL PHONE:

Must possess a cell phone and accept Gillespie County's cell phone policy.

ADDITIONAL REQUIREMENTS:

Gillespie County requires consent for criminal background check from all applicants.

Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Knowledge of general facility and grounds maintenance;
- (2) Skill in the use of hand tools, power tools, push mowers, riding mowers, weed trimmers, chainsaws, tractor operation with a 15' bat-wing shredder, or any other equipment associated with grounds maintenance;
- (3) Ability to communicate courteously and effectively with co-workers and the general public;
- (4) Ability to make minor repairs to lawn equipment and associated tools;
- (5) Ability to perform assigned duties without continual supervision and to make sound, independent judgments;
- (6) Ability to manage multiple, changing priorities in a fast-paced environment;
- (7) Ability to conduct activities in accordance with the Gillespie County safety program and work rules;
- (8) Ability to coordinate schedules and work projects for volunteers and community service workers in the daily operation of the grounds keeping program;
- (9) Ability to perform strenuous manual labor associated with the grounds maintenance program and be able to lift moderately heavy objects (up to 50 pounds).
- (10) Ability to establish and maintain effective working relationships as necessitated by work assignments ... a team player.

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.