



# Pleasant Valley Recreation and Park District

## Job Description

**Job Title:** Grounds/Facilities I/II  
**Department:** Park Division  
**Reports To:** Park Lead/Supervisor  
**FLSA Status:** Non-exempt

**Category:** Staff  
**Prepared Date:** January 2008  
**Approved by:** Board of Directors  
**Approved Date:** July 1, 2015

**SUMMARY:** Performs semi-skilled and skilled labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool and facilities/buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related technical tasks as assigned. This is an entry-level classification in the Grounds series. The Grounds/Facilities I position performs the routine tasks and duties including less complex and general park maintenance and repair of irrigation systems, facilities, pool, vehicles and equipment. Since this is an entry-level class, employees may have only limited or no directly related work experience. Receives day-to-day direction from Park Maintenance/Facilities Lead Worker.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned; ball field prep (draft and line fields); manually waters brick dust infields to provide suitable surface for play.
- Operates construction and maintenance equipment and power tools such as a dump truck, tractor, mowers, edgers, weed whips, chainsaws, pruners and blowers; maintain hand and power tools and assigned equipment; conduct equipment inspections and perform preventive maintenance on equipment.
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub, strip, wax, seal and buff floors, vacuum and shampoo carpets.
- Perform maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.
- Operates light to medium motor-driven turf maintenance equipment, including tractors and trucks; tows equipment trailers and other related equipment used to level and prepare brick dust fields as assigned; performs minor repairs to keep equipment in running order.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Lines in-fields for play with chalk; cleans infield based pegs and attaches bases; replaces damaged based pegs, pitching rubbers and home plates; provides field safety checks and take appropriate actions to correct problems.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain and clean restrooms.

**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.

- Ability to: work outdoors in inclement weather; perform a variety of routine tasks in the care, cleaning and general maintenance of building, grounds and equipment; ability to work hours as assigned.
- Ability to: apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; establish and maintain effective working relations with others; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.



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**EDUCATION and/or EXPERIENCE:** Must be 18 years of age with a high school diploma or general education degree (GED); and six months related experience and/or training preferred (Level I); three (3) years of experience as a Grounds/Facilities I (Level II); or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required. In order to promote to Level II in the Grounds/Facilities series the District must have an opening and the employee must possess any combination of three (3) of the below certificates:

1. Pesticide license
2. Playground Safety certification
3. Back Flow license
4. Class "A" license
5. Aquatic Facility Operator (AFO) certification
6. Certified Pool or Spa Operator (CPO) certification
7. Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
8. Irrigation certification
9. Horticulture certification
10. Small Engine Repair
11. Heating Ventilation and Air Conditioning (HVAC)

**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 frequently required to stand, sit, twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**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 occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.