

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Grounds Worker 1

Department: Department of Public Works

Appointing Authority: DPW Director

Affiliation: Teamsters

Grade: D-3

Personnel Board Approved: 7/20/09
Revised by CBA: 12/8/14

Summary of Duties

Performs a variety of skilled, semi-skilled and unskilled manual work associated with the care, upkeep and maintenance of fields, grounds, beaches, playgrounds, cemeteries, recreation structures and facilities.

Supervision Received

Works under the direct and general supervision of a designated Foreman or Superintendent.

Supervision Exercised

May oversee the work of seasonal employees or lower graded employees performing grounds work.

Job Environment

Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks and CDL vehicles.

Has frequent contact with other Town personnel; has occasional contact with, contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Town assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep of fields, grounds, beaches, playgrounds, cemeteries structures and facilities.

Mows, waters and repairs fields and parks areas; trims trees and shrubs; removes weeds as appropriate.

Assists in planting trees, shrubs and flowers; assists in installing turf.

Sets-up, lines, marks, prepares and maintains athletic fields and courts.

Maintains and repairs recreation structures and facilities; removes trash from restroom facilities.

Acts as a groundsman in tree work.

Plows, shovels and sweeps sidewalks, parking lots and roads.

Performs related cemetery work.

Operates all department vehicles and equipment required to complete assignments.

Is responsible for the care and maintenance of equipment; reports vehicle and equipment problems to a mechanic or foreman.

Sets-up work zones with appropriate signs and cones which are compliant with required safety guidelines.

Is expected to make every effort to work overtime during emergencies, storms and adverse weather conditions.

May fill-in as a Transfer Station attendant.

May be assigned and perform the duties of a lower graded labor position provided that all licensing requirements are satisfied.

Performs other related duties as required.

Recommended Minimum Qualifications

Education:

High School diploma or equivalent.

Experience:

At least 2 years of related experience in groundskeeping work.

Substitutions:

None.

Licenses/Certificates:

Must have a valid Class B driver's license.

** Note: Employees holding a Groundskeeper 2 position on 7/1/09 will be grandfathered into the Grounds Worker 1 position.*

Knowledge, Abilities and Skills

Familiarity with basic public works, maintenance work or groundskeeping practices.

Knowledge of the operation of Class B CDL vehicles and hoisting equipment.

Basic knowledge of hand tools, power tools and maintenance equipment.

Skill and ability to safely operate CDL vehicles; skill and ability to safely operate and use all other equipment associated with the position.

Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and adhere to applicable rules, regulations, policies and procedures.

Ability to work independently and cooperatively as a crew member.

Ability to communicate effectively.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to follow safe work practices.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.