

Champaign County Job Description

Job Title: Building & Grounds Maintenance Worker

Department: Physical Plant

Reports To: Supervisor of Grounds Maintenance

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2004

SUMMARY Performs routine and extensive grounds keeping and building maintenance duties on all County buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Cuts lawn using hand, power or riding mower; trims and edges around walks, flower beds, walls, etc.

Plants grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth.

Sprays lawns, trees and shrubs with fertilizers and insecticides.

Removes snow and ice from building walkways and steps; may rake leaves, clean and sweep litter.

May perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.

May perform routine laboring and maintenance duties when grounds keeping work has been completed.

SUPERVISORY RESPONSIBILITIES This job does not usually exercise supervisory responsibilities, however may supervise part-time seasonal help.

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

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and one year of responsible experience in grounds keeping or an acceptable equivalent combination of education and experience. Should have knowledge of grounds keeping equipment and landscaping.

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 other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Illinois Driver's License.

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. While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; sit; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.