

GRADE: 4NE

**TITLE: GROUNDSKEEPER
BUREAU: AUXILIARY SERVICES
DIVISION: BUILDINGS**

**REPORTS TO: FACILITIES SUPERVISOR
SUPERVISES: NONE**

POSITION SUMMARY: Performs duties involved to maintain the entire Firearms Training Center or Canine Unit.

FUNCTIONS OF THE JOB:

Essential Functions:

- 1) Maintains complex grounds, mows grass, removes clippings, trims walkways, road, buildings and fence, and applies fertilizer, seed and herbicide.
- 2) Removes snow from all paved surfaces and applies chemicals, picks up litter and foresees any future problems existing with landscape.
- 3) Performs custodial duties in range buildings. Sweeps, mops and waxes floors, cleans windows, dusts, empties all trash containers and ashtrays, keeps restrooms clean and supplied with necessary items.
- 4) Maintains all equipment used including tractor and attachments, trimmer and floor waxer.
- 5) Opens and closes range complex.
- 6) Feeds and bathes canine dogs.
- 7) Inspects, repairs or replaces target frames.
- 8) Cleans and refills trap house.
- 9) Loads, unloads and transports supplies.
- 10) Answers phone and inquiries.
- 11) Conducts range tours in the absence of commissioned personnel.
- 12) Opens range in case of emergency.
- 13) May perform other similar or related duties as assigned.

- 14) Regular, punctual attendance is required.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, reaching, pushing, grasping, feeling, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, to judge distance and space relationships and to identify and distinguish colors.
- 3) Moderate work - exert up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Exposure to a wide variety of inside and outside conditions with exposure to household and other commercial cleaners such as cleansers and bleach, and 120/240v electrical current. Gloves and other protective equipment required for specific maintenance duties.

POSITION QUALIFICATION REQUIREMENTS

Education: Knowledge of basic trade work, equivalent to high school education or technical, vocational

school training.

Experience: Six months of building and grounds maintenance experience.

Skills and Abilities: Skills and abilities that may be representative but not all inclusive of those commonly associated with this position:

- 1) Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 2) Ability to operate mechanical equipment within proper safety guidelines. operating procedures.
- 3) Ability to read basic rules and instructions in the use and maintenance of tools and /or equipment.
- 4) Ability to complete work assignment sheets with proper format.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position:

May use the following: tractor and attachments, trimmer, floor waxer.

License(s)/Certification(s) Required: Driver's License

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by	Revised by
GF:jb 9/96	MG: 5/00	MG: 4/05		