



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602  
(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Grounds Keeper/Park Maintenance Worker II</b>	<b>Opening Date:</b>  <b>December 14th, 2018</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job Posting #:</b>  <b>18180</b>
<b>Department:</b>  <b>General Services</b>	<b>Starting Salary:</b>  <b>\$12.50 - \$14.50</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>As needed</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** Under general supervision this position provides guidance, instruction, direction, motivation, and leadership to the Grounds & Park Maintenance Division of the Bastrop County General Services Department. This position works within the Division at a highly advanced senior-level using their knowledge and skills to achieve the Departments goals by overseeing and performing a wide variety of complex activities required to maintain the function, cleanliness, safety, and appearance of County parks, grounds, and areas surrounding County buildings. Work involves Performing, planning, overseeing, scheduling, directing, and evaluating assigned daily work of staff and contractors including mowing, shredding, clearing and trimming foliage, distributing pesticides, herbicides, and fertilizers, maintaining flower beds, grounds, park equipment, fences, sidewalks, parking areas and curbs, picking up trash and debris from assigned areas, cleaning park facilities and restrooms, and performing various maintenance duties as required. May provide leadership to various volunteers and Community Service Restitution (CSR) worker(s).

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Basic landscaping, plant, and lawn care including procedures for weed and pest control and fertilizing; The operation and maintenance of various small tools, gardening implements, and light equipment used in the maintenance of landscaping and park facilities; The operation and routine maintenance of motorized equipment such as County vehicle; Practices, methods, materials, and tools used in general construction and maintenance work; Methods and techniques of custodial maintenance; Operational characteristics of cleaning equipment and tools; Perform various manual tasks for extended periods of time and in unfavorable weather conditions; Perform heavy manual labor including digging, raking, mowing, hauling, and lifting; general cleaning tasks using a variety of chemical and detergent products; landscaping and plant maintenance using chemical products as necessary; Operate equipment required to perform essential job functions; Work independently in the absence of supervision; Work in a safety-conscious environment and to follow and promote good safety practices.

**MINIMUM 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:** Will work in both indoor and outdoor environments and will be required to travel from site to site. Will be exposed to dust and dirt, repeated bending, prolonged walking, and potentially hazardous chemicals and materials. Must be able to perform heavy manual labor.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed online at <http://www.co.bastrop.tx.us/page/co.jobs>. A resume will be considered, but will not be accepted in lieu of application. Applicants may email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview.

Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Grounds & Park Maintenance Worker II*

**Department:** General Services

**FSLA Status:** Non-Exempt

**Reports To:** Director of General Services, General Services Assistant Director, General Services Lead Maintenance

**SUMMARY:** Under general supervision this position provides guidance, instruction, direction, motivation, and leadership to the Grounds & Park Maintenance Division of the Bastrop County General Services Department. This position works within the Division at a highly advanced senior-level using their knowledge and skills to achieve the Departments goals by overseeing and performing a wide variety of complex activities required to maintain the function, cleanliness, safety, and appearance of County parks, grounds, and areas surrounding County buildings. Work involves Performing, planning, overseeing, scheduling, directing, and evaluating assigned daily work of staff and contractors including mowing, shredding, clearing and trimming foliage, distributing pesticides, herbicides, and fertilizers, maintaining flower beds, grounds, park equipment, fences, sidewalks, parking areas and curbs, picking up trash and debris from assigned areas, cleaning park facilities and restrooms, and performing various maintenance duties as required. May provide leadership to various volunteers and Community Service Restitution (CSR) worker(s).

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Director of General Services, General Services Assistant Director, and General Services Lead Maintenance Worker

Exercises leadership to lower level staff and assigned personnel.

Exercises occasional leadership to various volunteers, contractors, and Community Service Restitution (CSR) worker(s).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following;

1. Oversees, directs to perform, and performs normal and complex maintenance of grounds, parks and areas surrounding County buildings; including but not limited to edging sidewalks, curbs, and walkways, mowing, propagating, cultivating, pruning, and/or trimming grass, trees, flowers, shrubs, and brush, clear fallen limbs and brush using various equipment and hand tools as needed.
2. Oversees, directs to perform, and performs daily tasks using hand, power, and carpentry tools, various types of horticultural supplies, chemicals, materials, and equipment including axes, blowers, sickles, pitchforks, spades, scythes, shovels, trowels, hoes, drills, saws, sprayers, pesticides, herbicides, fertilizers, compost, and field dressings.
3. Oversees, directs to perform, and performs normal and complex maintenance, repair, removal, relocation, storage, and installation duties including irrigation systems, exterior lighting systems, historical, scientific, nature, visitor displays and signage, toilets, seasonal decorations, furniture, equipment, materials, and supplies.

4. Oversees, directs to perform, and performs routine maintenance and cleaning to keep sidewalks, parking areas, and rest areas of County buildings, grounds, and parks clean of leaves, limbs, trash and other debris, including emptying and cleaning all outside trash receptacles, ashtrays, pavilions, playgrounds, restrooms, trails, picnic areas, and remove snow or ice as required.
5. Oversees, directs to perform, and performs the correct operation, repair, maintenance, cleaning and storage of County vehicles, and equipment, including tractor(s), lawnmower(s), chainsaw(s), weed eater(s), carpentry tool(s), trailer(s), garden implement(s), and mechanical equipment.
6. Works as part of a team and maintains a professional, courteous, cooperative, and helpful attitude towards fellow workers, supervisors, and the general public. Instruct and train assigned staff in work expectations, procedures, use, set up, cleaning, maintenance, and repair of equipment, proper work methods and specific techniques.
7. Ensures adherence to safe work practices and procedures, reports unsafe conditions, recommends changes, needed equipment, and purchases that could improve service and increase operational efficiency for approval. Investigates complaints about service, inspects equipment, structures, or materials to identify the cause of complaints, errors or other problems or defects. Confers with Supervisor(s) to resolve issues.
8. Ensures the overall safety and security of County parks and grounds through coordination of opening and closing gates on a daily basis, informing the public of park rules and regulations in a professional manner, and promptly repairing and reporting any damages, needed repairs, or problems to supervisor(s).
9. Provides estimates of time, materials, equipment, sizes, distances, quantities, costs, resources, or materials needed to perform work activities as required.
10. Regularly inspect, evaluate, document, and report the cleanliness, condition, appearance, and functionality of parks and grounds facilities to determine the type of work required, treatment needs, and to ensure standards are maintained.
11. Prepare, maintain, and provide photographs, accurate reports on activities, inventory, equipment, tools, required records, work hours, surveys to determine forest conditions and distribution and abundance of fauna and flora, and other information as directed by supervisor(s).
12. Operate at a basic level various software such as Microsoft Office, Project, Excel, Word, Email, Adobe PDF; Quickly learn and use Bastrop County Help Desk software & Computerized maintenance management system (CMMS), use computers and computer systems (including hardware and software) to enter data, or process information.
13. Subject to emergency call-in, weekend, and/or holiday duty as directed by supervisor and may perform emergency duties to protect human life, government property, and natural features of parks.
14. Maintains confidentiality and security of all County property, information and systems encountered.

**OTHER FUNCTIONS:** Performs other duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Knowledge of:** Advanced landscaping, plant, turf, and lawn care including procedures for weed and pest control and fertilizing, the operation and maintenance of various small tools, gardening implements, and light equipment used in the maintenance of landscaping and park facilities, The operation and routine maintenance of motorized equipment, Practices, methods, materials, and tools used in general construction, maintenance work, and horticulture, Standard office policies, procedures, software, and equipment, Bastrop County policies and procedures, Methods and techniques of leadership, training, coordination of people and resources, and supervision of staff, Principles and processes for

providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction, The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, Public safety and security procedures/protocols, Chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

### **Ability to:**

Develop, design, or create new applications, ideas, relationships, systems, or products, including artistic contributions, Independently perform the most difficult and complex landscaping, grounds, and turf repair tasks, Interpret, explain and enforce department policies and procedures, Lead, organize, review, and document the work of staff in the area of work assigned, Perform various manual tasks for extended periods of time and in unfavorable weather conditions, Perform heavy manual labor including digging, raking, mowing, hauling, and lifting, Perform general cleaning tasks using a variety of chemical and detergent products, Perform a full range of maintenance and repair duties as required, Operate equipment and tools required to perform essential job functions safely, Operate at a basic level various software, Microsoft Office, Project, Excel, Word, Email, Adobe PDF, Work a schedule which may include nights, weekends, emergency closures, and holidays, Establish and maintain effective working relationships with those contacted in the course of the job, Work independently in the absence of supervision, Work in a safety-conscious environment and to follow and promote good safety practices, Perform multiple tasks simultaneously in a timely manner, Learn, understand, and apply pertinent laws, rules, and regulations, Communicate clearly and concisely, both verbally and in writing, Maintain confidentiality of information encountered in work activities at all times. Be aware of others' reactions and understand why they react as they do, Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, Consider the relative costs and benefits of potential actions and to choose the most appropriate one, Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things, Actively look for ways to help people, Identify complex problems and review related information to develop and evaluate options and implement solutions, Provide assistance to the public, See details at close range (within a few feet of the observer), Tell when something is wrong or is likely to go wrong, See details at a distance, Concentrate on a task over a period of time without being distracted, Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others, employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Exposure to various weather conditions, working closely with others, working outside normal business hours and in hours of darkness, exposure to moving mechanical parts, exposure to electrical hazards, and working in or near water including creeks and ditches. Frequent exposure to dust, dirt, fumes, animal waste, grasses, weeds and other vegetation, chemicals used for cleaning and landscaping, and exposure to airborne particles ,

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time, climbing, crawling, squatting, kneeling, and running, working on uneven and/or slippery surfaces, and performing heavy manual labor. Walking, sitting, stooping or standing for long periods of time, lifting materials in excess of 50 pounds, carrying materials in excess of 100 pounds, climbing, crawling, squatting, kneeling, and running, working on uneven and/or slippery surfaces, and performing heavy manual labor.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include: Handling exposure to potentially hostile individuals, Working independently with limited, Handling stressful situations, Effective interaction and communication with others, Making sound decisions in a manner consistent with the essential job functions, Maintaining confidentiality of information encountered in work environment at all times. Prepare clear and concise reports.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Minimum of (5) five years Landscaping, Grounds, or Turf Management experience, including any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions. Landscaping experience is preferred.

**Education:** High School diploma or equivalent.

**Licensing:** Possession of a valid Texas driver's license with acceptable driving record, must maintain a safe driving record.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview, reference and other background checks, job-related tests may be required.

**\*This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.\***

*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. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*