

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Grounds Maintenance Crewleader
Department: Facilities Management
Revised : November 2015

Class : Skilled Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Grounds Maintenance Crewleader classification.

GENERAL DESCRIPTION

Skilled work in the coordination, assignment, and performance of a wide variety of grounds maintenance and landscaping duties of County-owned properties. Plans, coordinates, and assigns grounds maintenance and landscaping tasks to assigned staff. Assignments are of a general nature from the Maintenance Supervisor. Work in this class is usually performed without close supervision, but is ordinarily reviewed upon completion by the Maintenance Supervisor.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Schedules and assigns work to crews engaged in seeding, weeding, fertilizing, and the general care of grounds such as cutting grass, trimming and edging sidewalks, driveways, and flower beds; mulches flower beds and natural areas and waters trees, shrubbery, flowers, and plants.

Coordinates and assigns pruning, spraying, and planting of shrubbery and trees to staff assigned.

Supervises and assists in the removal of leaves, grass, dirt, and trash from grounds and parking lots.

Identifies pests, diseases, and fungus on turf and ornamentals using manuals and pesticide regulation handbooks to select the proper pesticide to treat them in a safe and timely manner.

OTHER JOB FUNCTIONS

Assists in general carpentry, building maintenance, plumbing, electrical, and heating and air conditioning duties as requested.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of landscape and grounds maintenance including the tools and equipment used in performing these duties.

Skill in the operation, maintenance, and minor repair of tractors, cultivators, edgers, power-driven lawn mowers, and other equipment used in grounds maintenance.

Ability to read and understand pesticide regulation manuals.

Ability to obtain and maintain an N.C. Pesticide License.

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Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to coordinate and assign tasks to crews of assigned staff.

Ability to communicate both orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

High school diploma or GED and two years of experience in landscape and lawn maintenance; supervisory experience and possession of a North Carolina State Pesticide License preferred; a valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**