



CITY OF SENECA
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City of Seneca – Position Description **GROUNDS & LANDSCAPE CREW MEMBER**

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work. May collect solid waste materials, perform landscaping, or make street repairs. Reports to a Crew Leader.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cuts and trims bushes, trees, and grass.
- Rakes and loads leaves, limbs, and trimmings.
- Mows lawns using hand mower or power driven lawn mower.
- Edges sidewalks, shrub and flower beds; trims weeds using edger and weed trimmer.
- Prepares flower and shrub beds and plants flowers, shrubs and trees using garden tools.
- Constructs decorative flower garden borders from wood, bricks and concrete using handtools.
- Assists in maintenance of trees, shrubs and flowering plants.
- Sweeps streets and sidewalks. Keeps sidewalks, curbs and parking areas free of trash, leaves and litter using street vac and blower.
- Sweeps and cleans truck yard, using broom, shovel, and wheelbarrow.
- Assists driver in inspecting and performing general maintenance of truck.
- Performs all duties in conformance to appropriate safety and security standards.
- Maintains sprinkler systems.
- Provides on-call coverage during non-working hours.
- Fills in for various crews as assigned.
- Handles roll carts and other containers to transport solid waste materials

PERIPHERAL DUTIES

- May clean interior and exterior of trucks.
- May drive pickup truck.
- Performs janitorial duties, recycling tasks and other manual tasks as required.
- Is required to fill in for other positions within the Public Works department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent, and
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of equipment, facilities, materials, methods and procedures used in sanitation activities.
- Some knowledge of the appropriate methods of caring for plantings.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to cross train for placement in other crews.
- Ability to work safely.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to understand and carry out written and oral instructions.

TOOLS AND EQUIPMENT USED

Brooms, Brushes, Mops, Scrapers, Shovels, Rakes, Squeegees, Mower, Weed Eater, Power Blower, Chippers, Steam Cleaner, Buckets, Cleaning Cloths, Detergents, Filters, Hoses, Measuring Containers, Shovel, Spade, Buckets, Handtruck, Cart, Order Slips, Rollcarts, Rakes, Variety of Soaps.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must constantly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and noise and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to hazardous traffic conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

The duties listed above 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.

The 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.