**Reports To: XXXXXXXXXX FLSA Classification: Full Time, Exempt**

**Date Revised: April 2019 Department: Building Maintenance**

|  |
| --- |
| **Position Summary** |

The purpose of the class is to perform semi-skilled and unskilled work involved in the installation and maintenance of City grounds, and to perform related work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

|  |
| --- |
| **Position Responsibilities - Essential Job Functions** |

To ensure the greatest possible protection for employees in the workplace, the City of Anderson requires cooperative efforts of all employees with help in establishing and maintaining a safe and healthy work environment.

The City of Anderson requires that PPE (Personal Protective Equipment) be used by employees whenever workplace hazards are discovered that could damage any part of the body. In addition, the City of Anderson requires all employees to wear PPE, such as but not limited to safety glasses, face shields, safety shoes, hearing protection (ear plugs/earmuffs), gloves, etc. as required by their job duties. PPE is to be used as a tool to eliminate and/or reduce the hazards employees face in their daily job duties.

**PPE is not to be used and will not be used as a substitute for safe work practices, machine guards, or other controls designed by equipment manufacturers or other engineering sources. PPE is to be used in conjunction with these controls to increase employee protection.**

**Department Specific Job Functions for Crew Technician (Beautification) and Crew Technician (Streets):**

The tasks listed below are those that represent a majority of the time spent working in this job description. Management may assign additional tasks related to the type of work of Crew Technicians as necessary.

* Performs general groundskeeping work, including but not limited to preparing soil for planting, installing landscape materials, watering plants and trees, pruning trees and shrubbery, removing weeds, mowing grass, raking leaves, etc.
* Applies pesticides, herbicides, fertilizers and other chemicals as needed to ensure landscape health.
* Removes debris from sidewalks, streets and other paved surfaces.
* Maintains and cleans assigned tools and equipment.
* Operates vehicles, trucks and equipment such as a tiller, mower, weed eater, edger, blower, hedge trimmer, spray equipment and other power and hand tools as necessary to complete duties.
* Prepares accurate and up-to-date records of work completed.
* Performs all work in compliance with applicable policies and procedures, laws and regulations, and standards of quality and safety.

**It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions and as requested as the discretion of management of the City.**

|  |
| --- |
| **Position Responsibilities - Additional Job Functions** |

* Perform other duties as assigned and requested.

|  |
| --- |
| **Essential Skills and Experience** |

* Requires high school diploma, GED or specialized vocational training.
* Must possess a valid state driver’s license.
* Must possess or be able to obtain a S.C. pesticide Applicator’s license.
* Requires over six months and up to and including one year of groundskeeping experience.
* Demonstrate:
  + Excellent communication (verbal and written) and interpersonal skills with ability to develop strong professional working relationships across all levels of the organization.
  + Ability to speak compound sentences using normal grammar and word form.
  + Ability to plan effectively, set priorities, make sound decisions, and to manage/complete multi-faceted projects in conjunction with normal activity.
  + Superior organizational skills, strong quality orientation, and high attention to detail.
  + Computer proficiency and technical aptitude with the ability to use Microsoft Word, Excel, and Outlook and custom applications.
  + Strong ethical standards, reliability, professionalism, positive attitude, and ability to remain calm in stressful situations.

|  |
| --- |
| **Beneficial Skills and Experience** |

**XXXXXXXXXX**

|  |
| --- |
| **ADA Compliance** |

The City of Anderson is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ADA Guidelines** | | | | | | | | | | |
| **Physical Demands** | | | | | | | | | | |
| Stand | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Walk | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Sit | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Handling | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Reach Outward | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Reach Above Shoulder | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Climb | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Crawl | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Squat or Kneel | | | Constantly | | Frequently | | Occasionally | | N/A | |
| Bend | | | Constantly | | Frequently | | Occasionally | | N/A | |
| **Lifting Requirements** | | | | | | | | | | |
| 10 pounds or less | | | | Constantly | | Frequently | | Occasionally | | N/A |
| 11 to 20 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| 21 to 50 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| 51 to 100 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| > than 100 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| **Pushing and Pulling Requirements** | | | | | | | | | | |
| 12 pounds or less | | | | Constantly | | Frequently | | Occasionally | | N/A |
| 13 to 25 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| 26 to 40 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| 41 to 100 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| > than 100 pounds | | | | Constantly | | Frequently | | Occasionally | | N/A |
| **Definitions** | | | | | | | | | | |
| **N/A** | **Not Applicable** | Activity is not applicable to this occupation | | | | | | | | |
| **O** | **Occasionally** | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) | | | | | | | | |
| **F** | **Frequently** | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) | | | | | | | | |
| **C** | **Constantly** | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) | | | | | | | | |

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

Print Employee Name Employee Signature Date Signed

Print Manager/Supervisor Name Manager/Supervisor Signature Date Signed