

BUILDING AND GROUNDS WORKER III

DEFINITION

To perform a variety of building and grounds maintenance work in county facilities, such as landscaped areas, parks, airports, and public buildings.

DISTINGUISHING CHARACTERISTICS

Building-Grounds Worker III is the advanced journey-level class in the Building-Grounds Worker classification series. This class is distinguished from the Building-Grounds Worker II by the performance of advanced level duties within the classification series.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory and management staff; the Building-Grounds Worker III may exercise functional and technical supervision over less experienced staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Task/Project assessment, including management of the specific projects and timelines.

Opens buildings; turns on and checks lighting.

Maintains facilities and grounds of parks along the roadside and river.

Performs general groundskeeping duties, including but not limited to installing and maintaining landscape materials; blowing and raking leaves, mowing lawns, edging walkways, removing weeds, pruning shrubbery and trees, watering and fertilizing lawns, removing debris and trash, and applying herbicides, fungicides and pesticides.

Performs minor maintenance on sprinklers and irrigation equipment.

Cleans and sweeps exterior walkways, parking lots, porches, steps, etc.; washes exterior windows; cleans door mats.

Collects and loads trash and debris; delivers to established dump sites.

Digs trenches for the repair or installation of various utilities.

Maintains boat ramp.

Performs routine building maintenance work as required, including but not limited to replacing and/or repairing light fixtures, switches and bulbs or ballasts; hanging pictures, peg boards; repairing, modifying and/or assembling office furniture; painting interiors and exteriors of buildings, etc.

Moves furniture upon request.

Performs general custodial duties, including but not limited to sweeping, mopping, buffing and polishing floors; vacuuming and shampooing carpets; spot cleaning carpets; cleaning and sanitizing restrooms; cleaning / dusting furniture, appliances and other surfaces; polishing furniture and other wood surfaces; cleaning glass windows and doors; cleaning metal surfaces; emptying ash trays and trash cans, replenishing restroom supplies, etc.

Operates, cleans and cares for a wide range of custodial, groundskeeping, maintenance and repair equipment, including but not limited to vacuums, buffer, push and rider mowers, blowers, edgers, etc.

Cleans and cares for tools and equipment.

Orders maintenance supplies; maintains and stocks custodial supplies.

Delivers supplies to various departments as requested.

May oversee the work of jail trustees.

Performs related work as assigned.

QUALIFICATIONS:

Knowledge of:

Basic methods, techniques and tools used in building and grounds maintenance and custodial work.

Applicable safety regulations and precautions.

Basic carpentry, plumbing, electrical and HVAC maintenance techniques.

Elements and practices in landscape and custodial maintenance.

Basic arithmetic.

Ability to:

Learn, understand and apply pertinent county policies and procedures.

Learn to operate a variety of vehicles, equipment and tools in a safe and effective manner.

Perform heavy manual labor.

Work with or layout contractors or consultants.

Read plans to a reasonable degree of accuracy.

Troubleshoot and/or small engine repair for landscape power tools and mowers.

Climb ladders to reach various heights to complete maintenance duties.

Apply basic surveying practices and skills – set forms.

Program thermostats and trouble shoot problems, including routine service and maintenance.

Calculate and install new construction water, gas, sewer lines.

Clean and care for assigned areas and equipment.

Perform work safely following all rules and regulations.

Understand and follow oral and written instructions.

Oversee the work of assigned subordinate / inmate workers.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Perform skilled park maintenance, reconstruction and repair work.

Work independently in the absence of supervision.

Maintain records and inventory.

Estimate necessary materials and supplies with a reasonable degree of accuracy.

EXPERIENCE AND TRAINING GUIDELINES

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:

Two years of increasingly responsible experience in building and grounds maintenance work comparable to that of a Building-Grounds Worker II in Glenn County.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE:

Possession of, or the ability to obtain, an appropriate, valid California driver's license.

Building & Grounds Worker III	
Classification Code:	
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9420
Pay Table:	CNTY
Range:	288