

## **BUILDING AND GROUNDS WORKER I/II**

### DEFINITION

To perform a variety of building and grounds maintenance work in landscaped areas, parks and public buildings.

### DISTINGUISHING CHARACTERISTICS

**Building-Grounds Worker I** is the entry-level class in the Building-Grounds Worker classification series. This class is distinguished from the Building-Grounds Worker II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or not directly related work experience.

**Building-Grounds Worker II** is the full journey level class within the Building-Grounds Worker series. Employees within this class are distinguished from the Building-Grounds Worker I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Building-Grounds Worker I level, or when filled from the outside, require prior building and grounds maintenance experience. The Building-Grounds Worker II may provide lead direction in the absence of the Supervising Building-Grounds Worker.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory and management staff; the Building-Grounds Worker II may exercise functional and technical supervision over less experienced staff, and both the I and II may provide direction to jail inmate workers.

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

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.

May perform sign painting duties.

Performs related work as assigned.

#### QUALIFICATIONS:

##### **Building-Grounds Worker I:**

###### 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.

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.

Climb ladders to reach various heights to complete maintenance duties.

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.

**Building-Grounds Worker II (in addition to above qualifications):**

Knowledge of:

Elements and practices in landscape and custodial maintenance.

Basic arithmetic.

Ability to:

Perform skilled park maintenance, reconstruction and repair work.

Work independently in the absence of supervision.

Maintains 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:

**Building-Grounds Worker I:**

Experience:

No experience is required.

Training:

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

**Building-Grounds Worker II:**

Experience:

One year of increasingly responsible experience in building and grounds maintenance work comparable to that of a Building-Grounds Worker I 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 (for both):

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

<b>Building &amp; Grounds Worker</b>	<b>I</b>	<b>II</b>
Classification Code:	9720210	9730515
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers' Compensation Code:	9420	9420
Pay Table:	CNTY	CNTY
Range:	Refer to current "Class Range Sort List"	