



JOB ANNOUNCEMENT  
CITY OF TROY, AL  
EXTERNAL

**CLASSIFICATION TITLE: GROUNDS MAINTENANCE SPECIALIST –  
Grounds Department**

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 07/13/2023

CLOSING DATE: 07/19/2023

PAY RATE: SKILL LEVEL 6

**SUMMARY DESCRIPTION:**

Under general direction, responsible for the maintenance and care of the landscaping and grounds at City Facilities, Bicentennial Park, Downtown Square, and other City-owned property. Assists with irrigation maintenance and carpentry work.

**REPRESENTATIVE DUTIES:** Under the Direction of the Grounds Superintendent:

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Maintenance and repair of irrigation systems.
2. Performs carpentry work associated with float construction, event preparation, parades, and other special projects,
3. Performs set-up and break-down of required equipment for special events.
4. Assists with documentation and organization of required reports.
5. Mow and maintain lawns in and around City Facilities, Bicentennial Park, Downtown Square, and other City-owned property.
6. Make daily inspections of all facilities and equipment to insure cleanliness and potential maintenance issues which would require repair or replacement.
7. Perform setup and teardown activities for special events, e.g. place or remove tables, trash containers, staging, barricades, etc.
8. Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
9. Rake, mulch, and prune the grounds as needed.
10. Water plants and grass as needed and apply fertilizer.
11. Address repairs to facilities and equipment by communicating with local businesses to assure

facilities and equipment are repaired in an expedited and professional manner while seeking competitive pricing.

12. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period, to successfully perform the assigned duties.*

#### **Knowledge of:**

- Basic methods, materials, equipment and tools used in basic grounds maintenance.
- Basic methods, materials, equipment and tools used in irrigation practices.
- Operational characteristics of mechanical equipment and tools used in area of work assigned.
- Knowledge and proficient in carpentry work and practices.
- Knowledge of basic computer functions.
- Safe work practices.
- Safe use and storage and cleaning of equipment.
- Occupational hazards and standard safety practices.
- Landscaping plantings care, pruning, maintenance and removal.

#### **Ability to:**

- Perform a variety of irrigation, carpentry, maintenance, landscaping and repair work within the assigned area of responsibility.
- Operate and maintain a variety of maintenance equipment and vehicles including, but not limited to, lawn mowers, blowers, trimmers, chippers, chain saws, routers, table saws, sanders, stump grinders, forklifts, root pruners, weed whips, chipper trucks, and tractors.
- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Perform heavy manual labor.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work.
- Be available to work nights, weekends, stand-by and emergency call-ins.

**MINIMUM QUALIFICATIONS** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. High school diploma or GED.
2. Irrigation, carpentry, mechanical, and computer skills preferred.
3. Must have a valid Alabama Driver's License a good driving record and proof of insurance.
4. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
5. Subsequent to job offer, position subject to satisfactory background check.

### **MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

<b>Essential Physical Abilities</b>
Work is primarily performed in an outdoor setting and some indoor work. Job requires medium to heavy physical labor regarding many daily responsibilities including baseball and softball field work, grass mowing, irrigation repair and maintenance, trash cleanup of facilities, janitorial responsibilities of public restrooms, construction of special projects and more. Lifting of 50 pounds is expected.
<b>Supervisory Control</b>
The Grounds Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
<b>Guidelines</b>
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
<b>Complexity</b>
The work consists of grounds and landscaping related duties. The ability to operate machinery and the daily upkeep of facilities and equipment contributes to the complexity of this position.
<b>Scope &amp; Effect</b>
The purpose of this position is to provide support to the Grounds Superintendent and to act under their supervision. Success in this position results in greater effectiveness of Grounds Department.
<b>Personal Contacts</b>
Contacts are typically with clients, employees, co-workers, support agencies, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to give or exchange information, resolve problems, and provide services.
<b>Work Environment</b>
The work is typically performed in an outdoor setting, 12 months out of the year.
<b>Supervision Exercised</b>
None

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and drug test and have a valid Alabama Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

Human Resources Department  
301 Charles W. Meeks Ave.  
Troy, AL 36081  
Or  
[www.troyal.gov](http://www.troyal.gov)

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

*The City of Troy is an Equal Opportunity Employer.*