



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4021-014
CLASS TITLE:	<b>Buildings and Grounds Maintenance Worker II</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	234 (Step A-F \$3,133 - \$3,999)

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#### **JOB SUMMARY:**

Performs both routine and semi-skilled work in the maintenance of parks, playing fields and other landscaped and recreation areas, irrigation systems and all county facilities and buildings, including the Castlerock Farm Worker and Migrant Center Housing.

#### **DISTINGUISHING CHARACTERISTICS:**

**Buildings and Grounds Maintenance Worker I:** is the entry-level class in this general maintenance series. Initially under close supervision, incumbent(s) learn and perform a variety of duties in the maintenance of facilities and grounds areas. The work tends to be unskilled, although semi-skilled work in such areas as painting, carpentry and plumbing may be included. This class is alternately staffed with Maintenance Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class.

**Buildings and Grounds Maintenance Worker II:** is the full working level class in this series. Incumbents are expected to perform the full range of semi-skilled construction and maintenance duties in an assigned area of responsibility. This class is distinguished from Building and Grounds Maintenance Supervisor in that the latter is the working supervisory level in this class series.

#### **EXAMPLES OF DUTIES:**

*Essential functions, as defined under the Americans with disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

#### **Essential:**

- Mows, trims, edges, fertilizes, and waters lawns, parks, and other landscaped areas.
- Weeds, prunes, mulches, fertilizes, and sprays trees, plants, and shrubbery.
- Prepares soil for planting; plants trees, seedlings, and shrubs.
- Install, repairs, and maintains irrigation systems; adjusts, repairs, and replaces timing mechanisms.

- Keeps landscaped areas in a clean and orderly condition; empties trashcans; operates a power sweeper.
- Repairs playground equipment; may weld for repair as required.
- Performs janitorial duties in county restrooms; cleans sinks, toilets, floors and restocks supplies.
- Scrubs, strips, waxes, and buffs floors; cleans carpets as requested.
- Performs semi-skilled building repair, such as repairing and replacing door locks, switches, light fixtures, cleaning and replacing filters, and performing preventive maintenance on pumps and valves.
- Performs light carpentry, plumbing, welding and/or stationary equipment repair.
- Moves office furniture and other heavy items.
- Cleans sidewalks and other public areas of snow.
- Observes safe work methods and uses safety equipment; secures worksites from traffic hazards as necessary; attends safety meetings; corrects or reports safety hazards; installs warning signs and safety devices.
- Operates and maintains a variety of hand and power tools and equipment related to work assigned, performs adjustments and minor maintenance to such tools and equipment.
- Maintains work areas in a clean and orderly condition; removes trash and debris and secures equipment at the end of the workday.
- Responds to questions and complaints from the public; explains county policies and procedures to the public; works in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed.
- Ensures that safe work practices and procedures are followed.
- Important: May participate in special maintenance projects; may maintain building and grounds at the county's migrant housing camp as well as Castlerock Farmworkers camp.
- May direct the work of trustees or CalWorks workers performing unskilled tasks.
- Responds to emergency situations in off hours as required.
- All other duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

**Buildings and Ground Maintenance Worker I:**

- Basic principles and practices of maintenance and repair activities such as found in grounds and facilities work.

- Use and maintenance of basic hand and power tools related to the work area to which assigned.
- Shop mathematics.
- Recordkeeping principles and practices.
- Basic Safety principles, practices and equipment related to the work.

**Building and Grounds Maintenance Worker II:**

- Techniques, methods, and materials related to the maintenance of a variety of landscaped areas.
- Techniques, methods, and materials required for semi-skilled facility maintenance and repair.
- Use and maintenance of a variety of hand and power tools related to the work.
- Plan and map reading.

**Ability to:**

**Building and Grounds Maintenance Worker I:**

- Learning and performing a variety of routine to semi-skilled landscape and facilities maintenance work.
- Using, adjusting, and performing minor maintenance on a variety of hand and power tools and equipment.
- Performing heavy physical labor in a safe manner.
- Safely using and maintaining hand and power tools related to the work.
- Making accurate logs and records of work performed.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Building and Grounds Maintenance Worker II:** - In addition to the above

- Recognizing unusual, inefficient, hazardous, or problem activities and taking appropriate action.
- Using initiative and independent judgment within established procedural guidelines.
- Securing and barricading traffic or pedestrian flow at job sites and using appropriate safety equipment.
- Directing the work of unskilled workers.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

Strength and mobility to work in a street, park, and/or underground maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 90 pounds with proper equipment; vision to drive varied motorized equipment; and hearing and speech to communicate in person, over the telephone or radio.

**Working Conditions:**

Work extended shifts, on standby or be called back in emergency situations.

Work with potential exposure to hazardous substances and chemicals.

Work out of doors in all weather conditions

**Licensing and Certification:**

Possess a valid California Class C driver's license.

**Background:**

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

**Building and Grounds Maintenance Worker I:**

Equivalent to graduation from high school and one year of experience in performing any combination of facilities and/or grounds maintenance or repair work or which will have provided the basic knowledge and skills.

**Building and Grounds Maintenance Worker II:**

In addition to the above, two years in the maintenance and repair of landscaped areas and facilities, at a level equivalent to the county's class of Building and Grounds Maintenance Worker I.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

*Approved through the county wide reclassification survey February 1996*

*Reclassified and approved by the Board of Supervisors June 28, 2022*

*Effective: July 1, 2022*

**Final verified classification approved by:**

DocuSigned by:  
  
Pam Randall  
Human Resources and Risk Manager Director

**Reviewed and approved by:**

DocuSigned by:  
  
Margaret Long  
County Counsel

**Received and filed by:**

DocuSigned by:  
  
Tiffany Martinez  
Clerk of the Board