

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

FACILITIES AND GROUNDS WORKER II

FLSA Exemption Status: Non-Exempt

Authorized: 02/02

Bd. Revised: 05/08

Job Summary

Performs a variety of skilled landscaping and grounds maintenance functions and semi-skilled preventive maintenance and repair work District wide at light rail stations, park and ride facilities, buildings and future use properties; may assist District Facilities Maintenance Mechanics on a wide range of facilities and systems maintenance and repair projects; safely operates District vehicles and equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

This job classification is the second level within the Facilities and Grounds Worker job series. This job classification is distinguished from the Facilities and Grounds Worker I classification responsible for performing routine cleaning, basic repair and maintenance assigned facilities and adjacent grounds. This classification is distinguished from the Facilities Maintenance Mechanic responsible for the operation, maintenance, repair, alteration and construction of District facilities, fixtures, equipment, electrical and mechanical systems.

Supervision Received

Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

May coordinate and oversee the work of contractors as assigned. May provide functional direction and instruction to less experienced employees.

Essential Functions and Responsibilities

Installs and maintains plants, trees, ground covers and other landscaping materials and irrigation systems; performs site cleanup, trimmings removal and/or composting, fertilization, and chemical or mechanical weed abatement; diagnoses specific landscaping problems and makes recommendations; performs inspections and maintains records; interprets work orders; assists in preventative maintenance, troubleshooting and repairs at light rail stations, park and ride facilities, buildings and future use properties involving carpentry, masonry, and other trades such as but not limited to: asphalt work, use of decomposed granite and concrete, and masonry work; fencing, signage, plumbing and irrigation systems work; analyzes and diagnoses flora and equipment problems; operates all non-revenue company vehicles including backhoes, tractors, mowers, sprayers, and other tools and equipment required in the

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normal performance of duties; identifies safety hazards; inventories supplies; may assist Facilities Maintenance Mechanics on facilities and systems maintenance and repair projects; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities

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:

Required Prior Education:

High school diploma or equivalent.

Required Prior Experience:

Two years of full-time responsible work experience performing skilled landscape and grounds maintenance and semi-skilled facilities repair duties.

Licenses and/or Certificates:

Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:

- Standard procedures, tools, equipment and materials used for landscaping and grounds maintenance and repair.
- Chemicals, their interactions, danger signs and safe disposal methods
- Basic math and common measures to calculate square footage, proportions and volume.
- Soil preparation and enrichment.
- Methods and techniques of planting, transplanting, cultivation, pruning, and maintaining lawns, ground cover, shrubs, hedges and trees.
- Methods, chemicals, and equipment to control weeds, insects and plant diseases.
- Installation and maintenance of automated irrigation systems
- Care and maintenance of commonly used hand and power tools and equipment.
- Pertinent local, state and federal codes and safety regulations.
- Standard and accepted first aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:

- Effectively perform skilled landscaping and semi-skilled facility maintenance and repair tasks on District property and facilities.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals, pesticides and other hazardous materials.
- Coordinate the work of contractors; and direct and instruct less experienced employees on proper work methods and use of tools and equipment.
- Read and interpret work plans, blueprints, schematics, operations and service manuals.

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- Understand and effectively follow both oral and written instructions
- Work independently for long periods of time and as a positive team member
- Use tact and diplomacy in interactions with employees, contractors and the general public.
- Operate District vehicles and equipment in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Basic literacy with personal computers and Windows applications
- Learn and effectively use GroupWise email software.
- Learn SAP PM/RM work order computer software.
- Learn and effectively use GPS system.

Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is frequently performed on ladders and scaffolding at elevated heights, around vehicles, equipment and machinery with moving parts, on uneven surfaces, and under wet and slippery conditions. Incumbents are regularly exposed to toxic and/or caustic solvents and chemicals, pesticides, dust, silica, fumes, smoke, gases, and intermittent loud noise and vibrations. Occasionally work is performed in confined spaces, with hands submerged in water and incumbents are exposed to grease and oils

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 50 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.