



Landscape Maintenance Specialist I

Job Description

Department: Public Works
Position: Career Service
Grade: 718
Supervisory: No
Reports to: Landscape Supervisor

Summary

Under close to general supervision of the Landscape Supervisor, performs semi-skilled to skilled work in maintaining public landscapes and grounds of Utah County Government facilities and properties. Performs duties at an entry or training level and routine tasks that are less complex than those performed at the full performance level.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain public grounds; mow and edge lawns, control weeds, rake leaves, and monitor watering; remove trash, clippings, trimmings, and leaves from County grounds; ensure parking lots and sidewalks are free from obstruction.
2. Prepare flower and shrub beds; employ techniques such as proper fertilization to improve soil tilth; ensure proper fertilizer is applied.
3. Plant and prune flowers, trees, and shrubs; employ proper methods and materials to improve health and vigor.
4. Monitor tree and shrub diseases and insect problems; report problems to supervisor.
5. Assist with installing sprinkler systems, including valves, pipes, and other parts; assist with troubleshooting existing systems and with making simple repairs to pop up and impact heads.
6. Operate light equipment, including tractors, trenchers, riding lawn mowers, forklifts, lawn edgers, and chain saws.
7. Assist with equipment maintenance, including greasing and lubricating; perform minor repairs; monitor and report overall equipment performance.
8. Drive or transport equipment by trailer to various job sites.
9. Assist other divisions with joint projects, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of landscape maintenance operations and associated tools and equipment
- Knowledge of general types of vegetation
- Knowledge of proper pruning time for flowering shrubs

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Job Title: Landscape Maintenance Specialist I

FLSA: Non-Exempt

Effective Date: 8/17/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Knowledge of mower maintenance, including blade sharpening
- Knowledge of sprinkler systems and parts
- Skilled in proper pruning cuts using the three-point method
- Skilled in safely operating various hand tools and County equipment, including plow truck, power broom, and snow thrower
- Skilled in reading, writing, and basic math
- Ability to accurately identify trees and shrubs
- Ability to properly use and sharpen pruners, loppers, saws, and chain saws
- Ability to properly attach and transport trailers with County trucks
- Ability to understand and follow instructions
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job is regularly performed for sustained periods outdoors in hot, cold, or inclement weather. Incumbent may be exposed to fumes, noxious odors, dusts, mists, hazardous chemicals, and animal fecal matter. This position requires the use of protective devices such as masks, goggles, and gloves. The noise level in the work environment is usually moderate to loud. Work may expose incumbent to possible bodily injury from moving mechanical parts of equipment, tools, and machinery. Work may occasionally expose the incumbent to stressful situations including contact with others in uncomfortable, confrontational, or emotionally charged circumstances. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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 this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies and equipment up to eighty (80) pounds. The employee frequently drives a motor vehicle.

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Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the county and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Two (2) years of work experience maintaining grounds and sprinkler systems.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with documented course work or training in plant care.

Additional Eligibility Qualifications

1. Applicants must possess a current driver's license and obtain a valid State of Utah Driver's License within sixty (60) days of employment.
2. Selected applicants must obtain certification as a Forklift Operator and complete a defensive driving class during the probationary period for new hires or during the trial period for county employees promoted to this classification through a competitive recruitment process. County employees must possess said certifications and licensure upon reassignment, transfer, or career ladder advancement.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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