

MAINTENANCE MECHANIC I (GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs apprentice level duties related to gardening and grounds keeping, maintenance, repair, design and installation. The incumbent works in situations which provide training to develop skills and knowledge. The incumbent works independently on less complex and routine projects and under supervision on the more difficult jobs. As the employee's skill and knowledge increase, the employee receives less direction until at the full performance level. Advancement depends on the assignment and performance of higher level duties on a regular basis and on position availability. In general, jobs involve learning such trade practices and skills as: the proper use of the tools, equipment and chemicals used in the trade; the techniques of transplanting, laying sod, pruning, applying chemicals, etc.; the techniques of patching asphalt, plowing, mowing, sanding, grading; how to read blueprints, sketches and technical manuals. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and repairs roads, walkways, curbs, etc. so they will be safe and clean and repairs catch basins so they will operate effectively;

Participates in landscape improvements including grading, planting and pruning or removal of trees and shrubs;

Maintains planted material by watering, reseeding, and performing fertilizing, pest, disease and weed control, etc. to ensure plantings remain healthy and attractive;

Plants, mows and prunes trees and hedges, weeds and cleans up leaves and litter to maintain appearance and health of plantings;

Insures adequate supply of materials and equipment by checking stored items regularly and preparing order forms in a timely manner to keep up with maintenance schedules;

Maintains greenhouse and storage area, insuring that pesticides, chemical fertilizers, paint and other hazardous supplies are properly stored in accordance with accepted safety standards;

Mows and removes leaves to maintain grounds appearance; sands and plows for safety;

Performs routine and emergency repairs and maintenance, both scheduled in response to emergency situations, as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the methods and equipment used in grounds maintenance; knowledge of the techniques of planting and culture of trees and shrubs; knowledge of the techniques of minor road repair; knowledge of the techniques of landscaping, gardening, drainage, irrigation; knowledge of agricultural chemicals such as fertilizers and pesticides and their proper and safe application; ability to understand and carry out written and oral instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) three years experience in gardening, landscaping or groundskeeping; or (b) completion of an appropriate two year technical school course*.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Operator's License appropriate to the equipment operated will be required at time of appointment and maintain same while in the title
2. Depending on work assignment, may be required to be a Certified Pesticide Applicator in New York State, within the appropriate category, at time of appointment and maintain same while in the title
3. Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.