



# Rio Arriba County

## JOB DESCRIPTION VACANCY

### GROUNDSKEEPER

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<b>DEPARTMENT:</b>	<b>PUBLIC WORKS/BUILDING MAINTENANCE</b>
<b>PRIMARY LOCATION:</b>	<b>ALCALDE</b>
<b>SALARY RANGE:</b>	<b>C-03 PER SCHEDULE / \$ 15.56 TO \$ 20.56</b>
<b>POSITION STATUS:</b>	<b>FULL TIME</b>
<b>FLSA CLASSIFICATION:</b>	<b>NON EXEMPT</b>
<b>POSTING DATE:</b>	<b>13 MAY 2023</b>

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#### **Primary Summary:**

Under general supervision of the Public Works Director or designee, employee will assume the duties to perform essential duties and responsibilities in maintaining grounds at the Cemetery.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.*

#### **Duties and Responsibilities:**

- Landscape and maintain grounds of property using hand or power tools or equipment. Shall perform a variety of tasks, which may include any combination of the following: mowing, trimming, weeding, watering, fertilizing, digging, raking, drainage repair, sod laying, and irrigation repair
- Follows written and oral daily instruction to complete routine grounds keeping duties
- Waters all plants, flowers, and grass on property by hand, sprinkler or other methods as needed
- Mows and trims all golf course and club house grounds
- String trimming, edging and pulling weeds by hand as appropriate
- Planting, fertilizing and other landscaping jobs as needed
- Maintains and performs simple repairs to irrigation pipe and heads
- Responsible for cleaning and maintenance of all outside areas including grounds keeping and garbage maintenance
- Keeps all related equipment clean, maintained and stored properly
- Keeps equipment storage room neat, clean and organized
- Keep all areas clean and sanitized as directed
- Completes inventory of supplies and informs manager when additional supplies are needed
- Keeps the entire property free of litter, cigarette butts and other trash
- Shall perform other duties as needed



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#### **Minimum Qualifications:**

- High School Diploma or equivalent
- Must be 18 years or older
- Driver's license is required to operate equipment
- Must not have been convicted of a felony

#### **Recommended Qualifications:**

- Knowledge of methods and materials used in grounds keeping, landscape area construction, and maintenance work
- Mechanical aptitude
- Knowledge of maintenance tools

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, hears, stoops and carries. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to fifty (50) pounds. If an item is over fifty (50) pounds, lifting shall be done by two or more County staff members.

#### **Work Environment/Conditions:**

Work is performed 95 percent outdoors under various temperature conditions depending on the season and/or weather and 5 percent is spent indoors under normal temperature conditions. The work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled, and concrete. May be exposed to body vibration, exhaust fumes, dust, and dirt when performing certain duties. Specific vision requirements for this job are distance vision, peripheral vision, and depth perception. Each county position requires the following professional skills and abilities as key and necessary elements of performance.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers courteously and respectfully
- Project positive support of their department and all county organizations at all times



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- Maintain and enhance the county's commitment to customer service excellence
  - Employee may be required to work irregular hours
  - Employee may be on a 24-hour emergency call
  - Employee will be subject to random drug testing

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

#### **Employment Requirements:**

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

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**Please send an e-mail with your Letter of Interest,**

**Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

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