



# Rio Arriba County

## JOB DESCRIPTION VACANCY

### GROUNDSKEEPER – ALCALDE – PART TIME

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<b>DEPARTMENT:</b>	PUBLIC WORKS
<b>PRIMARY LOCATION:</b>	ALCALDE
<b>SALARY CLASSIFICATION:</b>	TEMPORARY
<b>SALARY:</b>	\$15.00
<b>POSITION STATUS:</b>	PART-TIME / 20 HOURS A WEEK
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	30 AUGUST 2023

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

#### **Primary Summary:**

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

#### **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 plants, flowers, and grass on property by hand, sprinkler or 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 supplies are needed
- Keeps the entire property free of litter, cigarette butts and other trash
- Contributes to a team effort
- Performs other duties as assigned or required



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#### **Minimum Qualifications:**

- High School Diploma or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

#### **Recommended Qualifications:**

- Knowledge of maintenance tools

#### **Preferred Qualifications:**

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

#### **Knowledge, Skills and Abilities:**

- Knowledge of grounds keeping and landscaping
- Knowledgeable of the mechanics and fundamentals of maintenance equipment
- Maintain equipment or systems to ensure proper functioning
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to meet deadlines
- Ability to communicate effectively, both orally and in writing
- Ability to perform strenuous physical activities in all kinds of weather

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. 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. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

#### **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.

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**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 in a courteous and respectful manner
  - Project positive support of their department and all county organizations at all times
  - Maintain and enhance the county's commitment to customer service excellence
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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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#### **Conditions of Employment:**

Successful completion of 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 (30) days of the date of hire as a condition of continued employment.

**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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