



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUNDS MAINTENANCE WORKER V OPTION A: IRRIGATION OPTION B: GROUNDS SERVICES	26	H	9.630
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

SERIES CONCEPT

Grounds Maintenance Workers perform a wide variety of landscape, garden and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing and weeding; operate hand and power tools, and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts and hoists.

Maintain grounds areas clean and free of trash, fallen leaves, and snow and ice by sweeping, raking, shoveling, picking up debris and operating light, medium and heavy equipment such as pickup trucks, dump trucks, trash compactors and loaders.

Prepare new landscape sites by reviewing plans with supervisor, purchasing necessary supplies, installing sprinklers, topsoil, decorative material and appropriate plantings according to instructions and/or landscape design plans.

Perform periodic maintenance and make minor repairs on tools, equipment and vehicles in order to maximize efficiency and life span.

Operate, repair and install sprinkler systems and drip systems including pipes, valves, sprinklers and timing devices in order to provide effective and economic watering cycles.

Identify plant diseases, undesirable pests and noxious weeds associated with landscaping and apply corrective measures to eradicate them through the use of hand and power tools and application of appropriate chemicals.

Perform specialized horticulture tasks such as plant propagation, transplanting, climate control and irrigation in a greenhouse on a university campus.

Perform related duties as assigned.

CLASS CONCEPTS

Grounds Maintenance Worker V: Under general supervision, incumbents either perform specialized irrigation duties or assist a grounds supervisor at a university or community college campus.

OPTION A - Irrigation: Incumbents prepare designs for new irrigation systems or modifications to existing irrigation systems and serve as leadworker in the construction, maintenance and repair of irrigation systems.

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CLASS CONCEPTS (cont'd)

Grounds Maintenance Worker V: (cont'd)

OPTION A - Irrigation: (cont'd)

Draw irrigation system plans to scale, calculate flow rates, determine components needed for optimum coverage, prepare estimates for amount and cost of material needed, and oversee and participate in project implementation; research product publications and attend seminars to keep current on irrigation system design and maintenance.

Perform or oversee the more technical repairs to irrigation systems including repairs to controllers, remote valves, pumps and vacuum breakers; determine when irrigation system components should be repaired or replaced, what types of components and materials are best suited for the job and when a project requires the services of an outside contractor.

Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required to design, construct and repair irrigation systems and determine appropriate system components.

OPTION B - Grounds Service: Incumbents provide assistance to Grounds Supervisors at a large facility such as a community college or main college campus by performing the higher-level duties described in the series concept. Incumbents prioritize and schedule grounds maintenance functions, purchase supplies, maintain inventory and may direct the work of contractors. They also supervise a small subordinate staff including work assignment, work review, performance evaluation and training. Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required and responsibility for a specified aspect of grounds maintenance program such as maintaining turf and planting and caring for trees.

Grounds Maintenance Worker IV: Under general supervision, incumbents provide assistance in a specialized phase of grounds service to a Grounds Supervisor at a large facility such as a main college campus. They plan and schedule some routine activities and oversee a small permanent subordinate staff including work assignment, work review, and training, or under general supervision of a Grounds Supervisor, perform technical work on facility irrigation systems on a full-time basis including assisting higher level Grounds Maintenance Workers in laying out new construction or modifications to existing systems; inspect system for proper function and diagnose malfunctions; and schedule irrigation according to campus events, seasonal demands and adverse weather conditions. In addition, incumbents may perform preventive maintenance and make repairs by maintaining and cleaning wells and storage tanks and repairing controllers, valves lines, sprinklers and backflow preventors.

Positions in this class are distinguished from those at the lower level by responsibility for other permanent staff to include the timely and accurate completion of tasks assigned to the work unit; or by the technical knowledge required to construct, maintain and repair a complex network of irrigation systems that have a greater impact on the grounds service budget and the overall landscape program. Some positions may be required to have specialized training and experience in horticulture, tree care, or greenhouse gardening.

Grounds Maintenance Worker III: Under general supervision, incumbents perform all or part of the duties in the series concept and perform a wide variety of landscape, gardening and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, pesticide and herbicide application, weeding, operating hand

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CLASS CONCEPTS (cont'd)

Grounds Maintenance Worker III (cont'd)

and power tools and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts and hoists. Incumbents are distinguished from those at the lower levels by the variety of duties and the equipment used.

Grounds Maintenance Worker II: Under general supervision, incumbents perform all or part of the duties in the series concept to include gardening and landscaping. This class is distinguished from the lower level class by the variety and complexity of duties performed; the variety of tools, equipment and techniques used; and the supervision received which allows incumbents to identify and perform routine tasks, prioritize daily assignments and select methods, materials and equipment to perform assignments.

Grounds Maintenance Worker I: Under close supervision, incumbents perform the most routine duties described in the series concept such as weed and trash removal, sweeping sidewalks, debris and snow removal, and perform general labor in maintaining grounds using hand tools such as rakes and shovels.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

GROUNDS MAINTENANCE WORKER V

OPTION A - Irrigation:

EDUCATION AND EXPERIENCE: Three years of grounds maintenance experience, one year of which was installing, maintaining and repairing irrigation systems and related equipment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: principles, methods and materials used in irrigation system installation, maintenance and repair. **Ability to:** prepare sprinkler system drawings to scale, calculate flow rates, and determine compatible components; perform technical repairs on irrigation system controllers, valves and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance and repair.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: the facility irrigation systems including the location of the irrigation network of controllers, valves, lines and heads; the publications available that provide technical assistance in the design, installation and repair of irrigation systems. **General knowledge of:** area vendors that supply

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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS MAINTENANCE WORKER V (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

irrigation system components. **Ability to:** prepare a scale sprinkler system drawing, calculate flow rates and determine compatible components; perform technical repairs on irrigation system controllers, valves and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance and repair.

OPTION B - Grounds Services:

EDUCATION AND EXPERIENCE: Three years of experience providing grounds maintenance service including landscape, garden or greenhouse maintenance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service. (*See Special requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at the time of application):

Ability to: independently prioritize and schedule agency-wide grounds maintenance activities; communicate orally and in writing with varying levels of agency staff and outside vendors; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency purchasing policies and procedures. **General knowledge of:** area vendors that supply grounds maintenance products and equipment. **Ability to:** maintain adequate inventories of frequently used grounds maintenance supplies.

GROUNDS MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE: Two years of experience performing grounds maintenance work using a variety of tools and techniques; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grounds Maintenance Worker III in Nevada State service. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: efficient irrigation methods; landscape methods, materials, equipment and techniques; automatic irrigation systems and related equipment; sprinkler systems and related equipment. **General knowledge of:** the principles and practices of supervision. **Ability to:** supervise and direct the work of subordinate staff; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (*These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker V.*)

GROUNDS MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE: One year of experience performing grounds maintenance work using a variety of tools, equipment and techniques; **OR** an equivalent combination of education and experience; **OR** six months of experience as a Grounds Maintenance Worker II in Nevada State service. (*See Special Requirement*)

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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS MAINTENANCE WORKER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

Working knowledge of: gardening and landscape methods, techniques, material and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

applicable to grounds maintenance work. **Ability to:** plan and schedule routine grounds service activities; safely and properly operate a wide variety of grounds maintenance tools and equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker III.)

GROUNDS MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE: Six months of experience performing basic grounds maintenance work; **OR** an equivalent combination of education and experience; **OR** six months of experience as a Grounds Maintenance Worker I in Nevada State service. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: gardening and landscape methods, techniques, material and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices applicable to grounds maintenance work. **Ability to:** operate and perform preventive maintenance on equipment used in grounds service work; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker III.)

GROUNDS MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: Six months of experience as a general laborer that included the operation of tools and small equipment; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):

Ability to: follow oral and written instructions; perform heavy physical labor; use common hand tools such as rakes and shovels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Maintenance Worker II.)

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 7/1/91P	11/16/72 7/1/91P
REVISED:	REVISED: 2/15/91-3	REVISED: 7/1/91P 2/15/91-3	7/1/91P 2/15/91-3	7/1/91P	11/29/90PC
REVISED:	10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC