

Operations Assistant - Grounds

DEPARTMENT:	Operations
GRADE:	43
CLASS CODE:	GRASST
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	October 2020

Summary:

The Operations Assistant for Grounds, under general supervision, performs skilled work in the maintenance of grounds, landscapes and TRL facilities. This position acts as support for the Operations Assistant.

Reporting Relationships and Team Work:

Receives daily direction from the Operations Technician 3. This position is supervised by and reports to the Operations Director as part of a service oriented team.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Performs skilled grounds maintenance, including irrigation, planting, mowing, edging, trimming, weeding, and tree care.
2. Plans, prepares, plants, feeds, waters, prunes and maintains flower beds and landscaped areas.
3. Coordinates, plans and prepares landscaping projects.
4. Applies herbicides, pesticides, fertilizers and broadcast tools as needed.
5. Removes snow and applies deicer to district parking lots, walkways and thoroughfares.
6. Installs, maintains, repairs and adjusts sprinkler systems and control devices.
7. Uses a variety of manual tools and equipment, including rakes, pruning shears, hand edgers, loppers, tree shears, shovels, and wheelbarrows.
8. Operates power and motorized equipment such as weed trimmers, chainsaws, backpack blowers, rototillers, lawn mowers, sweepers, aerators, sod cutters, snow blowers and other light machinery. Services and repairs tools and equipment as needed.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establishing and maintaining effective working relationships with other Library and department staff, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Communicate effectively verbally and in writing.
4. Demonstrate quality customer service.
5. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
6. Demonstrate a positive attitude and flexibility.
7. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Basic knowledge of grounds maintenance and horticulture practices.
2. Ability to identify plant disease and insect damage their proper treatment methods.
3. Knowledge of hazards and safety applications related to grounds maintenance, landscape construction, pesticide application and the use and care for power tools and equipment.
4. Working knowledge of irrigation and sprinkler system design.
5. The ability to operate a cargo van in adherence with federal and state driving laws and safe driving practices.
6. Effective communication methods to coordinate and communicate with library personnel in a variety of situations.
7. Customer service standards and procedures, and the ability to problem solve to meet the needs of staff and patrons.
8. Skill in gathering information and compiling data for statistical reporting, departmental records and databases.

Technology Requirements:

- PC navigation skills in a Windows-based environment.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Basic Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Education and Experience:

High School diploma or equivalent and minimum of three years of experience in gardening, plant care, landscape construction or grounds maintenance OR any combination of education and experience which provide the required knowledge and skills and allows successful performance of the job.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Must possess and maintain a clean driving record.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Work is performed in driving/courier environment.
- Subject to driving, standing, walking, bending, reaching, and lifting/carrying objects up to 65 pounds.
- Exposure to seasonal heat and cold, inclement weather, and general hazards operating manual and automated landscape equipment.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer