

SENIOR MAINTENANCE MECHANIC III (GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position directs, supervises and implements a groundskeeping and landscape program. In addition to supervising at least one journeyman level position, an incumbent of this class plans and lays out work; estimates materials, costs and staffing requirements; inspects facilities, and recommends needed action. Work is performed with considerable independence and in accordance with departmental goals, procedures, and trade standards. More complex jobs may require detailed instructions, blueprints, or sketches from an engineer, horticulturist, or other technician. An incumbent is fully proficient in the skills and practice of the trade, with full knowledge of the principles, tools, and techniques, and is distinguished from the lower level foreman position in that this level supervises at least one journeyman and may supervise a number of other lower level full time, seasonal and temporary personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, plans, schedules, and participates in a grounds maintenance program, including the maintenance of plant material including fertilizers, pest and disease control, watering, reseeding, mowing, hedge and tree pruning, planting, weeding, leaf cleanup, etc., throughout the year;

Supervises, plans, schedules and participates in landscape improvements including the planting and pruning or removal of trees and shrubs, the planning for and planting of special design floral beds or shrubbery arrangements, etc.;

Schedules staff to meet seasonal requirements such as paving, plowing, and sanding; participates in same, as needed;

Supervises the use of equipment and schedules required maintenance without disrupting projects in progress;

Supervises and participates in simple road maintenance and repair, on an as needed basis, including the cleaning and repair of catch basins, the repair of curbs and walks, patching blacktop, etc;

Assigns staff to crews, makes-up daily work schedules and makes routine inspections of assigned work;

Maintains records of work done on projects including staff used and time spent on projects, materials, supplies and equipment; requisitions additional resources as needed;

Assists in yearly budget formulation and estimates material costs and staffing requirements;

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

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares personnel time sheets, requisitions materials and supplies, and prepares other reports;

Supervises, plans and participates in the operation of heavy excavating and motor equipment operations;

Coordinates the transportation of any needed vehicles and equipment to and from worksites;

Coordinates vehicle and equipment repair and maintenance to ensure availability and proper working order for scheduled work projects and inspections;

Depending on assignment may operate a truck and trailer combination;

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 SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures and practices of grounds maintenance; good knowledge of the techniques of planting and culture of trees and shrubs; good knowledge of the techniques of minor road repair; knowledge of the techniques of landscaping, grading, drainage, irrigation; knowledge of agricultural chemicals such as fertilizers and pesticides; ability to organize, schedule and plan work; ability to supervise others; 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; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of experience in the maintenance of grounds, two years of which must have been in a supervisory capacity

SUBSTITUTION: Satisfactory completion of an Associate's Degree* in Agricultural or Horticultural Technology, or a closely related field may be substituted for two years of the required experience. There is no substitution for the supervisory experience.

*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 Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: (1) Depending on work assignment must possess a valid Commercial Drivers License (CDL) appropriate to the vehicle(s) operated. (2) 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. (3) Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories.