



FRANKLIN COUNTY JOB POSTING

Seasonal Groundskeeper

Open Date: 02/11/2019	Location: Franklin County Courthouse 1016 N 4 th Ave, Pasco WA
Close Date: 03/04/2019	Type: Part-Time, Seasonal, Non-Bargaining
Reports to: Facilities Director	FLSA Status: Non-Exempt
Salary and Benefits: Grade 10, Starts at \$14.31 Per Hour	

SUMMARY

The Seasonal Groundskeeper is responsible for performing a wide variety of building and grounds custodial, maintenance and repair tasks for Franklin County under general supervision.

ESSENTIAL FUNCTIONS OF THE JOB

- Performs custodial duties inside and outside of County-owned properties.
- Performs yard and grounds maintenance of assigned areas, keeping area treated, mowed, and trimmed.
- Inspects facilities for security, safety, needed repairs, and takes appropriate action to correct, or refers to appropriate party for action.
- Provides pick-up, and delivery services of needed supplies for all Franklin County facilities.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge, interpretation, and application of Franklin County business acumen, County and department policies and procedures, as well as federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to areas of assignment.
- Proficient knowledge in principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment.
- Proficient skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient skills in operating the tools and equipment used in performing essential functions of the position or assigned area.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.

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- Ability to work independently and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to supervisor and staff, remaining calm during emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - Constantly: outdoor weather conditions and office environment, and outdoor temperatures ranging from 1 degree in the winter to over 100 degrees in the summer.
 - frequently: near moving mechanical parts, risk of electrical shock, grease, oil, vibration, water, dirt, dust, and shavings.
 - Occasionally: in wet, humid conditions (non-weather), high, precarious places, around fumes or airborne particles, in toxic or caustic chemicals, or extreme cold (non-weather).
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to high, higher levels during use of certain tools and tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - Constantly: talk or hear; use hands, fingers to handle or feel, or operate equipment or tools, reach with hands and arms, and climb, pull, push or balance.
 - Frequently: stand, walk for extended periods of time; stoop, kneel, crouch, or crawl, and work in cramped or confined spaces.
 - Occasionally: sit for extended periods of time and taste or smell.
- carry or transport items:
 - constantly: from 1 to 25 pounds
 - frequently: from 26 to 50 pounds
 - Occasionally: between 51 and 100 pounds.
- Have the following vision abilities: depth perception, peripheral vision, the ability to adjust focus, and have clear close and distance vision (from one inch to 20 feet or more).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or GED.
- One year of experience in building maintenance, custodial, skilled trades and facilities maintenance.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

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LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER:

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Refer to Franklin County Website for complete job posting and application instructions.

APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:

Franklin County Human Resources • 1016 N.4th Avenue • Pasco, WA 99301 • 509-546-5813

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@co.franklin.wa.us

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of applications materials, contact the Human Resources Department at 509-546-5813.