

Metropolitan Exposition-Recreation Commission

Title:	Utility Grounds Maintenance	Bargaining Unit:	AFSCME Local 3580
Job Code:	8490	Established:	
Pay Range:	941	Revised:	8/1/2017
FLSA Status:	Non-exempt	EEO Category:	Service/Maintenance

CLASSIFICATION DESCRIPTION

Perform landscape maintenance tasks on the grounds of the Oregon Convention Center (OCC), including mowing, pruning, edging and use of non-restricted fungicides, herbicides and fertilizers to maintain plants. Clean and maintain parking lots, sidewalks and other exterior properties. Perform gardening work such as planting and maintaining native and ornamental plants

SUPERVISION RECEIVED

Supervision is received from the Assistant Operations Manager

SUPERVISION EXERCISED

None

DUTIES AND RESPONSIBILITIES

An employee in this position must be able to perform all the essential duties listed below with or without reasonable accommodation. However, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

1. Maintains OCC grounds in a neat and presentable manner including disposing of litter and other debris, blowing walkways, parking areas, stairs and loading dock. Pressure washes brickwork and sidewalks as needed.
2. Mows, edges, aerates, seeds, lays sod, and performs all required maintenance tasks to OCC lawn areas.
3. Plants and maintains flower beds.
4. Plants trees and shrubs.
5. Prunes trees, shrubs and ground covers.
6. Installs, maintains, repairs and winterizes irrigation systems. Programs timers.
7. Cleans exterior fixtures and keeps outside drains clear of debris.
8. Hang banners from parking lot light poles utilizing a high lift.
9. Removes ice and snow.
10. Cleans and maintains tools.
11. Picks up plants, tools and supplies from local nurseries and garden centers.

12. Directs activities of temporary employees on special projects.
13. Inspects plants, trees and shrubbery for pests and diseases.
14. Reviews the work of landscape maintenance contractors.
15. Performs other duties as assigned.

JOB SPECIFICATIONS

EXPERIENCE AND TRAINING

Two years experience in a similar grounds maintenance position

KNOWLEDGE, SKILLS and ABILITIES

- General procedures used in ground maintenance. Knowledge of horticulture helpful
- Operate a variety of hand and light power tools in the performance of grounds maintenance tasks in a safe and efficient manner
- Understand and follow verbal and written instructions including operating manuals and application instructions supplied by product manufacturers
- Establish and maintain effective working relationships with co-workers and the public

PHYSICAL REQUIREMENTS

- Perform moderately heavy manual labor
- Work on elevated platforms or ladders
- Push, pull, lift and carry 50 pounds regularly and up to 100 pounds occasionally

LICENSES

Possess an appropriate and valid driver's license

Possess or have the ability to obtain, forklift certification

Possess or have the ability to obtain, aerial work platform certification

Possess or have the ability to obtain CPR/AED Certification

WORK ENVIRONMENT

Work is performed outdoors with exposure to all types of weather. Work is physical in nature and requires exertion. Incumbent is exposed to chemicals, dust and debris and may be exposed to needles. Gloves, protective eyewear and other personal protective equipment are required when performing some duties