

JOB TITLE: Grounds Specialist
EMPLOYEE:
VRC: Allegra Twombly

DOT #:406.684-014
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE: Grounds Specialist JOB CLASSIFICATION: Grounds Specialist

DOT TITLE: Groundskeeper DOT NUMBER: 406.684-014

DEPARTMENT: Transit DIVISION: Facilities Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE: 5

JOB STATUS Full Time, Career Service.

ADDRESS OF WORKSITE: 1602 N. Northlake Place Seattle, WA. 98103

CONTACT'S NAME: Erik Martinson

CONTACT'S PHONE: (206) 684-1832

EMPLOYER JOB TITLE: North Facilities Chief

DATE COMPLETED: 10-1-02

VRC NAME Jeff Casem

DATE REVISED 05/19/2009

WORK HOURS: Monday—Friday, 6 am to 2:30 pm with 2 fifteen-minute breaks and a 30-minute lunch.

OVERTIME: Optional. Not required of employee. Position is hourly (non-exempt).

JOB DESCRIPTION: To provide and perform landscape design and maintenance services to all King County Metro owned properties and facilitates including Park and Ride lots, bus bases, transit centers, and bus zones.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.

JOB TITLE: Grounds Specialist
EMPLOYEE:
VRC: Allegra Twombly

DOT #:406.684-014
CLAIM #

5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS: Perform landscape maintenance activities on grass, ornamental plants and shrubs, soil, and wetlands. Control pests and plant diseases utilizing pesticides and herbicides. Install, and perform preventative maintenance and minor repairs on irrigation systems. Maintain landscape tools and equipment. Determine supplies needed for specific work shift and load work truck with appropriate tools/materials/equipment. Modify and renovate landscape areas. Respond to emergencies to ensure the public's safety.

Must be familiar with plant diseases and pests, safe use of ground maintenance tools/materials/machinery, have a working knowledge of irrigation systems, have the ability to visualize the desired outcome, be able to assess a problem situation and determine the best remedy, and possess a valid Washington State Drivers License.

ESSENTIAL FUNCTIONS Listed in order of importance

- 1) Perform landscape maintenance activities to uphold King County Metro standards for visual appearances of park-and-rides, bus bases, transit centers, and bus zones. Activities include mowing grass (manual and on riding mower), trimming trees and bushes, applying beauty bark, weeding, and pruning.
- 2) Control pests and plant diseases by identifying plant/pest problems, analyzing options, and applying remedies. Remedies can include applying herbicides or pesticides or removing the plants.
- 3) Install and perform preventative maintenance and minor repairs on irrigation and sprinkler systems. Determine irrigation needs, dig holes/ditches, install or modify existing irrigation systems, test systems to make sure they are functioning appropriately.
- 4) Maintain landscape tools and equipment. Clean mowers and hand tools, changes blades and belts, check spark plugs, change oil, and perform minor tune-ups.
- 5) Determine supplies needed for specific work shift and load work truck with appropriate tools/materials/equipment. Review work schedule for the day, procure tools and equipment from supply areas, load the work truck, and drive to multiple destinations in a day.
- 6) Modify and renovate landscape as needed. Develop a plan to landscape new and existing areas as necessary. Procure and install plant material and irrigation systems.
- 7) Respond to emergencies. Determine and correct natural hazards such as tree limbs in the road.

JOB TITLE: Grounds Specialist

DOT #:406.684-014

EMPLOYEE:

CLAIM #

VRC: Allegra Twombly

NON-ESSENTIAL FUNCTIONS

- 1) Deliver work trucks to the maintenance office for mechanical service.
- 2) Pick up furniture or other materials that have been dumped in the park-and-ride and are interfering with the safety or public use of Metro facilities.
- 3) Apply chains to work trucks in winter conditions.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Pick up truck & trailer	Riding Mower	Walk-behind mowers
Gas Weed Eaters	Gas Edgers	Gas Blowers
Sprayers—Gas and hand	Hedge Clippers	Clippers
Loppers	Chain Saws	Bow Saws
Pole Pruners	PVC sprinkler repair	Garden Tractors and
Sockets	equipment, Sprinkler	accessory's, skid steers
Brooms, rakes.	heads	Drills
OM Meter	Pipe Wrenches	Blades, spark plugs, belts
Open end wrenches	Shovels, picks, Maddox	6' & 8' Ladders
Hoes, prig bars	Die and punch sets for	Pesticide applicator
	pipe threading	

Safety Equipment: Face shield, gloves, safety glasses, chaps, rain gear, hard hats, steel toe boots, ear plugs, ear muffs, dust masks, respirators.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

- Continuously = occurs 66-100% of the time
- Frequently = occurs 33-66% of the time
- Occasionally = occurs 1-33% of the time
- Rare = may occur less than 1% of the time
- Never = does not ever occur (such demands are not listed)

This job is classified as: Medium duty.

Standing: Occasionally on soil, rock, concrete, blacktop, lawn for 1-2 minutes at a time, up to 30 minutes total in a work shift. Most commonly occurs when trimming bushes, assessing problem areas visually, pruning tree limbs, and applying pesticides.

Walking: Frequently on soil, rock, concrete, blacktop and lawn. Time spent walking varies from 1-2 minutes at a time up to 2 hours at a time, and up to 4 hours total in a work shift. Distances vary from 1 foot and as long as 1 mile at a time. Most commonly occurs while moving around plants to trim, applying pesticides to a large area, and operating a walking mower.

Sitting: Occasionally on a riding mower or in the work truck for 10-60 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while driving from one worksite to another and operating the riding lawn mower.

JOB TITLE: Grounds Specialist
EMPLOYEE:
VRC: Allegra Twombly

DOT #:406.684-014
CLAIM #

Climbing stairs: Occasionally for 15 seconds at a time while climbing in and out of the work truck for up to 3 minutes total in a work shift. Most commonly occurs while climbing in and out of the work truck.

Climbing: Rarely on ladders to heights of 6-8 feet for 30-60 seconds at a time for up to 2-4 minutes total in a work shift. Most commonly occurs once a week while climbing ladders to trim trees.

Balancing: Occasionally on ladders at heights of 6-8 feet for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while trimming trees while standing on ladders.

Bending/Stooping: Frequently on grass, soil, rock surfaces for 15-30 seconds at a time for up to 3-4 hours total in a work shift. Most commonly occurs while weeding, pruning low branches, working on irrigation systems.

Kneeling

Occasionally on ground for 2-3 minutes at a time for up to 2 ½ hours total in a work shift. Most commonly occurs while weeding, working with irrigation systems and irrigation system repairs.

Crouching

Occasionally on ground for 2-3 minutes at a time for up to 2 ½ hours in a work shift. Most commonly occurs while weeding, trimming low branches, and making irrigation system repairs.

Crawling

Rarely on ground for 10 feet for 1 minute at a time for up to 4 minutes total in a work shift. Most commonly occurs while removing underbrush that has been trimmed.

Operating Controls with Feet

Occasionally to frequently of truck and riding lawn mower for 1 hour at a time for up to 2-4 hours total in a work shift while driving from one job site to another and operating a riding lawn mower.

Reaching above shoulder height

Occasionally for 20 seconds at a time for up to 1 hour total in a work shift while trimming tree branches.

Reaching at waist to shoulder height

Occasionally for 30 seconds at a time for up to 1 hour total in a work shift while trimming shrubs, putting trimming materials into back of truck, and loading/unloading tools.

JOB TITLE: Grounds Specialist
EMPLOYEE:
VRC: Allegra Twombly

DOT #:406.684-014
CLAIM #

Reaching at knee to waist height

Occasionally for 30 seconds at a time for up to 1 hour total in a work shift while trimming low shrubs and obtaining tools from the truck.

Reaching at floor to knee height

Occasionally for 30 seconds at a time for up to 1 hour total in a work shift while trimming low shrubs, weeding, installing irrigation system parts, and applying herbicides.

Lifting 1-10 pounds

Frequently for 1-5 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 1-10 pounds while utilizing hand and small power tools as outlined above.

Carrying 1-10- pounds

Frequently for distances of 5-25 feet for 15 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 1-10 pounds while carrying tools and removing brush.

Lifting 11-20 pounds

Occasionally for 1-5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 11-21 pounds while utilizing medium sized power tools or lifting landscape debris.

Carrying 11-20 pounds

Occasionally for distances of 5-25 feet for 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 11-20 pounds while carrying mid-sized tools and removing landscape debris.

Lifting 21-50 pounds

Occasionally for 1-2 minutes at a time for up to ½-1 hour total in a work shift. Most commonly occurs with weights of 21-35 pounds while loading bags of landscaping debris into truck.

Carrying 21-50 pounds

Occasionally for distances of 5-20 feet for 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 21-35 pounds while carrying bags of landscape debris to truck.

Pushing and Pulling

Occasionally pushing lawnmower for 5-50 feet at a time with a force of 20 pounds for 5 minutes to 1 hour at a time up to 2 ½ hours total in a work shift while mowing grass with a walking mower.

JOB TITLE: Grounds Specialist
EMPLOYEE:
VRC: Allegra Twombly

DOT #:406.684-014
CLAIM #

Handling

Continuously while grasping handling tools, landscape debris or steering wheel for up to 1 hour at a time for up to 7-8 hours total in a work shift.

Operating Controls with Hands

Frequently while operating landscape tools such as trimmers and mowers, or while driving a vehicle for up to 1 hour at a time for up to 4-6 hours total in a work shift.

Fingering

Rarely while performing minor maintenance or repairs on machinery and irrigation systems for 1-2 minutes at a time for up to 1 hour total during a workweek.

Feeling

Rarely while performing minor maintenance or repairs on machinery and irrigation systems for 1-2 minutes at a time for up to 1 hour total during a workweek. Occurs while installing belts or removing screws that cannot be seen with the eye.

Talking

Occasionally to communicate with co-workers and supervisor for 5 minutes at a time up to 1-2 hours total in a work shift.

Hearing

Occasionally to communicate with co-workers and supervisor for 5 minutes at a time up to 1-2 hours total in a work shift, or to listen to machinery after minor repairs to make sure it is functioning properly.

Near acuity—clarity of vision at 20 inches or less

Occasionally to read work schedule, instructions on fungicides, and perform minor maintenance on equipment for 5 minutes at a time for up to 2 hours total in a work shift.

Far acuity—clarity of vision at 20 feet or more

Occasionally while driving truck/operating lawn mower and surveying work area for up to 1 hour at a time and up to 2 hours total in a work shift.

Depth perception—three dimensional vision

Occasionally while driving truck and operating riding lawn mower for up to 1 hour at a time and up to 2 hours total in a work shift.

JOB TITLE: Grounds Specialist
EMPLOYEE:
VRC: Allegra Twombly

DOT #:406.684-014
CLAIM #

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Occasionally while driving vehicle for up to 1 hour at a time and up to 2 hours total in a work shift.

Night vision--seeing after sundown with minimal or no supplemental light sources

Rarely while driving vehicle during winter time (early morning or late afternoon) hours for up to 30-60 minutes at a time and up to 1 hour total in a work shift.

TEMPERAMENTS

Performing repetitive or short-cycle work: Frequently.

Performing a variety of duties: Frequently.

Working alone or apart in physical isolation from others: Occasionally.

Making judgments and decisions: Occasionally.

ENVIRONMENTAL FACTORS

Work is performed outside approximately 80% of the time. The noise level is moderately loud to loud, depending on equipment being used.

Workers are exposed to

Outside weather: Continuously.

Humidity/dampness: Occasionally.

Fumes: Occasionally.

Odors: Occasionally.

Dusts: Occasionally.

Moving mechanical parts: Occasionally.

Vibration: Occasionally.

Toxic or caustic chemicals: Occasionally.

POTENTIAL MODIFICATIONS TO JOB:

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

JOB TITLE: Grounds Specialist
EMPLOYEE:
VRC: Allegra Twombly

DOT #:406.684-014
CLAIM #

HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours.

The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

Temporary until _____ **Permanent as of _____**

The employee is released to perform the described job with the following modifications:

Temporary until _____ **Permanent as of _____**

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ **Permanent effective _____**

The employee is unable to work in any capacity.
A release to work is: **anticipated by _____** **Not expected**

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date