



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Facilities Specialist - Grounds

LOCATION: Facilities

HIRING RANGE: \$18.32-\$20.36/Hr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 6:30 am – 3:00 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *May 2022*

POSITION TITLE: Facilities Specialist - Grounds

DEPARTMENT: Facilities

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs grounds duties to maintain the cleanliness and orderliness of County facilities and grounds. Maintains turf, trees and shrubbery, and removes snow. Serves as crew leader on an incidental basis. Provides basic project assistance to the Maintenance Technicians or Tradespeople.

ESSENTIAL FUNCTIONS:

1. Performs turf maintenance consisting of lawn mowing, edging, weed trimming and chemical application. Uses power equipment including spreaders, walk-behind lawn mowers, riding lawn mowers, push mowers, and riding and line trimmers. May coordinate turf care projects with the Maintenance Supervisor.
2. Performs tree, shrub and plant maintenance consisting of pruning, planting and removal, using various types of power or hand equipment consisting of chain saws, chippers, or

pruning saws. May coordinate tree and plant care projects with the Maintenance Supervisor.

3. Performs basic grounds maintenance. Removes snow using shovels, spreaders, walk-behind snow throwers, riding snow throwers and plows, and other powered equipment.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides non-skilled assistance to Facilities Technicians and Tradespeople in performing preventative maintenance, new installation or repairs of building equipment, systems, or structures
2. Performs basic maintenance on lawn equipment including cleaning and replacement of worn parts following proper maintenance procedures.
3. Resolves problems with lawn equipment.
4. Maintains the tree and plant inventory.
5. Moves furniture and office equipment.
6. Communicates with coworkers and supervisors regarding emergencies, training needs, missing work, and work assignments.
7. Uses common tools, equipment, machines, cleaning products, and materials normally encountered in custodial work.
8. Applies knowledge of security protocols while performing work.
9. Demonstrates appropriate behavior, attire, attitudes, and social interactions.
10. Applies quality assurance processes while performing work.
11. Completes assigned work orders timely and submits completed paperwork promptly.
12. Monitors main stockroom levels and alerts the appropriate employees when supplies are needed.
13. Responds appropriately to greetings and requests by County staff and the public.
14. Participates in on-call rotation for weekend, holiday, and after-hours snow removal.
15. Performs other duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Maintenance Supervisor.
2. Works with other Facilities employees, other County employees, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School diploma or its equivalent.
2. A minimum of two years' work experience performing lawn care, including experience in tree and plant care
3. Community Tree Management or Department of Natural Resources pruning certification is desired.
4. Valid Wisconsin Driver's License.
5. Ability to meet and maintain Criminal Justice Information Services (CJIS) security clearance requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of general lawn care practices.
2. Knowledge of tree and plant care.
3. Basic knowledge of building and equipment maintenance.
4. Strong written and verbal communication skills including listening skills.
5. Schedule flexibility and availability for callback to accommodate departmental service needs.

PHYSICAL REQUIREMENTS:

1. Ability to lift 50 pounds or less several times per shift.
2. Ability to work from a standing or walking position throughout the shift.
3. Ability to climb and work from a ladder.
4. Ability to perform manual labor involving frequent bending and stooping and occasional climbing.
5. Ability to push, pull, and manipulate maintenance equipment.
6. Ability to use standard office equipment including telephone, computer, printer, and photocopier, and scanner.
7. Ability to travel to other County departments and locations