

Groundskeeper

Knowledge, Skill, Ability, and Personal Characteristic Statements

Rating Results

1	Knowledge of the methods of planting/replanting landscape vegetation (e.g., plants, flowers, hedges, shrubs, lawns, trees) in accordance with proper safety and aesthetic/horticultural standards.
2	Ability to tend/cultivate landscape vegetation (e.g., plants, flowers, hedges, shrubs, lawns, trees) using various tools and equipment in accordance with proper safety and aesthetic/horticultural standards.
3	Knowledge of the irrigation/sprinkler system to ensure vegetation is being properly irrigated/tended.
4	Ability to repair irrigation/sprinkler system to ensure vegetation is being properly irrigated/tended.
5	Ability to inspect and clean drainage system to ensure they are in proper working condition.
6	Knowledge of weed control methods to help control and eradicate noxious weeds/vegetation.
7	Knowledge of the approved methods and materials used to control common plant diseases and insect pests.
8	Ability to determine which plants/vegetation are appropriate for which landscape scenarios.
9	Ability to inspect, install and repair fences to ensure they are in proper condition.
10	Ability to perform minor construction, repair and maintenance work to ensure tools and facilities are in proper working condition.
11	Knowledge of the laws, rules and regulations relevant to the department and the successful completion of work activities.
12	Knowledge of Material Safety Data Sheet (MSDS) to ensure personal safety and safety of coworkers and public.
13	Ability to apply fertilizers and various chemical solutions to vegetation in accordance with departmental safety standards.
14	Ability to identify hazardous and/or bio-hazardous material and notify chain of command to initiate proper removal and disposal.
15	Ability to use various hand tools (e.g., shovels, picks, hoes, rakes) under various work/weather conditions to ensure successful completion of work activities.
16	Ability to use various pneumatic and/or power tools (e.g., chainsaws, air guns, blower, string trimmers, edgers, hedge trimmers) under various work/weather conditions to ensure successful completion of work activities.
17	Ability to make minor repairs to grounds maintenance equipment (e.g., string trimmers, edgers, lawn mowers, hedge trimmers) to ensure they are in proper working condition.

18	Ability to operate various grounds maintenance equipment (e.g., tractors, lawn mowers, riding mowers, man lifts, utility vehicles, fork lifts) to successfully carry out work tasks.
19	Knowledge of the California Vehicle Code as it pertains to the loading and operation of motor vehicles.
20	Ability to operate a two-way radio to ensure information is being communicated appropriately.
21	Ability to operate standard office equipment (i.e., telephone, fax, copier and calculator) to ensure the successful completion of job activities.
22	Knowledge of basic safe work provisions and Personal Protective Equipment (PPE) to ensure personal safety and safety of others.
23	Knowledge of Material Safety Data Sheet (MSDS) to ensure safety and the successful completion of job activities.
24	Ability to wear/use respirator and other protective gear to ensure personal safety in compliance with State rules and regulations.
25	Knowledge of basic safe work practices to ensure personal safety and safety of coworkers and public.
26	Ability to analyze work situations accurately and make sound decisions to ensure successful completion of work activities.
27	Ability to hear and see adequately to ensure personal safety and successfully carry out work activities.
28	Ability to write clearly and concisely using proper spelling, grammar, syntax and sentence structure, to present information clearly.
29	Ability to read and interpret written material (e.g., pesticide labels, directions, instructions, reports) and apply that information to specific work situations.
30	Knowledge of basic mathematics (e.g., addition, subtraction, division, multiplication) to calculate ratios, determine measurements and otherwise perform work activities.
31	Ability to work independently on projects or assignments without close supervision or detailed instructions to achieve intended results.
32	Ability to work well with others to ensure the successful completion of work tasks.
33	Ability to prioritize job assignments to ensure projects are completed in a timely manner.
34	Ability to analyze situations and take effective action to ensure the interests of the department are protected.
35	Ability to communicate effectively on a one-to-one basis to facilitate the exchange of ideas and ensure the interests of the department are protected.
36	Ability to communicate verbally in stressful situations (e.g., emergency situations, dealing with hostile/angry individuals) to ensure the successful completion of work tasks.
37	Ability to listen, understand and follow verbal instructions to ensure successful completion of job task.
38	Ability to work under the pressure of deadlines to ensure responsibilities are met.

39	Ability to work in confined spaces to ensure the successful completion of work tasks.
40	Ability to understand written instructions/information to perform tasks required for job.
41	Ability to adapt to changes in priorities, work assignments and other interruptions that may impact pre-established course of action for completing projects and assignments.
42	Ability to interact with colleagues, staff from other agencies, contractors, and the public to ensure information is being disseminated to appropriate places.
43	Ability to perform strenuous hand and mechanical labor following proper safety procedures to ensure successful completion of work activities.
44	Ability to stand, walk or sit for long periods of time following proper safety procedures to ensure successful completion of work activities.
45	Ability to lift and carry heavy objects in accordance with proper safety procedures to ensure successful completion of work activity.
46	Ability to crawl underneath equipment while checking and servicing equipment to ensure departmental safety standards are being met.
47	Ability to work in extreme weather conditions to ensure the successful completion of work tasks.
48	Ability to pass physical fitness test to ensure one is capable of meeting work responsibilities.