

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LANDSCAPER

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform semi-skilled work required for the care, maintenance and development of the lawns, landscape beds, street trees, park trees, irrigation systems, and general grounds within an assigned department/division of the County. The employee will perform other related work as required, some of which will be mechanical. Duties and responsibilities include maintaining/developing grounds and systems, operating/maintaining equipment, performing general preventative maintenance, and performing related tasks. Assignment to Maintenance Department reports to Facilities Director. Assignment to Solid Waste/Landfill Department reports to Solid Waste/Landfill Director. Assignment to Agriculture Extension Office reports to the Agriculture Extension Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Cuts grass with power equipment or hand tools.

Loads and unloads dirt, gravel, sand, mulch, and debris.

Cleans, maintains, and services equipment, and makes minor equipment repairs.

Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing one hundred (100) pounds.

Climbs to heights of at least fifteen (15) feet.

Picks up trash on County-owned property, in maintenance buildings, in parking lots, and other related areas.

Makes judgments related to the job and job tasks while working.

Operates various hand tools including, but not limited to, shovel, sledge hammer, chain saw, weed eater, edger, hedge trimmer, rakes, pitch fork, ax, maul, backpack blower, backpack sprayer, tiller and two-way radio.

Safely operates county-owned vehicles of various descriptions, including a dump truck and tank truck, for the purpose of performing the essential functions of the position.

Performs duties while standing, walking, bending, stooping, sitting, climbing or using ladders.

Must be able to perform job duties as described on the ADA Compliance/Physical Demands Analysis.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Transports, loads and unloads various equipment and materials used in projects.

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Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of department materials, tools, equipment, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement materials.

Prepares or completes various forms, reports, correspondence, work orders, or other documents.

Receives various forms, reports, correspondence, work orders, receipts, diagrams, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, contractors, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assignment to Maintenance Department may involve the following additional functions:

Responsible for maintaining roadside and grounds areas; performs skilled, semi-skilled, and manual work involving ground maintenance.

Performs various tasks associated with grounds maintenance or roadside maintenance, such as mowing grass/weeds, edging landscaped areas, cutting down and removing trees/shrubs, cutting tree limbs, trimming shrubs and hedges, picking up debris/litter, spreading ground materials, digging holes/trenches, shoveling materials, loading/unloading trucks, lifting/moving heavy materials, or flagging traffic.

Performs tasks involving installing/repairing irrigation systems.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a mower, weed eater, or post hole digger.

Assignment to Solid Waste Department may involve the following additional functions:

Responsible for maintaining roadside and grounds areas; performs skilled, semi-skilled, and manual work involving ground maintenance.

Performs various tasks associated with grounds maintenance or roadside maintenance, such as mowing grass/weeds, edging landscaped areas, cutting down and removing trees/shrubs, cutting tree limbs, trimming shrubs and hedges, removing debris from ditches and right-of-ways, picking up debris/litter, spreading ground materials, digging holes/trenches, shoveling materials, repairing fences and mailboxes, placing/retrieving signage, loading/unloading trucks, lifting/moving heavy materials.

Performs tasks involving installing/repairing irrigation systems.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a mower, weed eater, digger, pile driver, or post hole digger.

Assignment to Agriculture Extension Office may involve the following additional functions:

Develops and maintains good public relations with extension agents, sponsors, associations, community groups and others.

Must be able to work alone.

Ability to understand oral and written instructions.

Prepares or completes various forms, reports, correspondence, work orders, or other documents.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a mower, weed eater, digger, pile driver, or post hole digger.

Ability to make minor decisions in accordance with established procedures.

Trains and teaches programs related to turf, orchard, vineyard and garden demonstrations.

Operates motor vehicle in performance of duties.

Restocks kitchen, bathrooms, and janitorial closets with towels, trash bags, and tissue paper, hand cleaner, etc.

Performs minor facility and/or grounds clean-up (including care of furniture and fixtures).

Performs general maintenance inside as well as outside the facilities.

Conducts periodic checks of facility and grounds area to include irrigation system, grounds maintenance and bush hogging, etc.

Performs other related work as assigned.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by basic knowledge about the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape beds, trees, hardscape areas, and general grounds; basic knowledge of proper methods of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems and general grounds; basic knowledge about turf diseases, plant diseases, insects, chemicals, and the proper methods used to control such undesirable elements.; supplemented by one (1) year previous experience and/or training involving grounds maintenance, equipment operation, and maintenance work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Tasks involving herbicide/pesticide application may require possession and maintenance of valid Herbicide/Pesticide Applicator license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

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Mathematical Aptitude: Requires ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Working with/on equipment

Surface: Smooth to rough

Estimated Total Hours: 6 **Maximum Continuous Time:** 2

2. SITTING

Tasks: Driving service truck

Estimated Total Hours: 2 **Maximum Continuous Time:** 45 minutes

LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs			X		
76-100 lbs				X	
>100 lbs					X

3. PUSHING/PULLING

Objects: Tools, parts, etc

Height of hands above floor during push: 4 feet or less

Frequency: Daily

4. CLIMBING

Tasks: Cutting down and removing trees/shrubs, Cutting tree limbs

Device: Chain saw

Height: 15 feet

Frequency: Daily

5. BENDING/SQUATTING/KNEELING

Tasks: Edging landscaped areas, Trimming shrubs and hedges, Picking up debris/litter, Spreading ground materials, Digging holes/trenches, Shoveling materials, Loading/unloading trucks, Lifting/moving heavy materials,

Frequency: Daily

6. REACHING

Tasks: Working with tools

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	5 minutes	15 lbs
21-36"	Both	Daily	2 minutes	15 lbs

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	15 % of time
Outside	85 % of time

OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

Exemption Status (Blue-Collar Workers)

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~Per Fact Sheet #17I of the Fair Labor Standards Act (FLSA) all manual laborers or other “blue collar” workers who perform work involving repetitive operations with their hands, physical skill, and energy are considered non-exempt.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date