

CITY OF ORTING

JOB DESCRIPTION

Job Title: Landscape Maintenance – Supported Employment Department: Public Works

Reports To: Public Works Supervisor

Major Function and Purpose

Work is characterized by maintenance tasks that are considered basic entry/trainee-level. The incumbent performs varied general grounds work under general supervision, following specific instruction or established maintenance procedures. Employees in this classification may be trained on the job to operate equipment used in the work area and are responsible for following rules and methods learned.

The incumbent has access to a job coach because of an existing developmental disability that provides on the job support in tandem.

General Function

The responsibilities of this classification include basic maintenance and landscaping work such as weeding, mowing, emptying trash cans and watering plants, lawn, assisting maintenance crew as needed. Taking and delivering messages, scanning and photocopy, none of which calls for previous experience or training and which can easily be learned on the job with an assistance of a job coach.

Typical landscape machinery and equipment include, but not limited to, weed eater, blower, John Deere gator, various hand tools, computer, printer, telephone, scanning, equipment and copy machine,

Supervision Responsibilities

The Landscape Maintenance-Supported Employment position is a non-supervisory position.

Job Duties and Responsibilities

- Mowing and weed eating.
- Perform deliveries to and from work groups if incumbent has a current Washington State Driver's License.
- Empty trash cans and install new trash bags.
- Operate equipment such as mower, weed eater, John Deere gator, scanner and/or shredder.
- Set up tables and chairs for various meetings.
- Washing vehicles.
- Cleaning Public restrooms.
- Litter Control.
- Raking out wood chips and beauty bark.
- Operation of a blower.
- Clean signs (street, traffic, etc.)
- Sort and file material (alphabetical, numerical and subject) by rules and directions furnished.
- Scan documents.

- Use a computer to perform basic tasks.
- Attend meetings and training, as needed.
- Actively support the vision, mission, values and behavior statements of the department and the City.
- Perform related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic or ability to learn basic landscape maintenance.
- Knowledge of proper English grammar, usage and spelling.
- Skill or ability to perform landscape maintenance practices and procedures.
- Skill in learning use of telephone etiquette and techniques.
- Ability to operate various office equipment.
- Ability to understand and follow oral and/or written directions.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to follow through on assignments as directed.

Working Conditions

Work is performed in a typical outdoor environment. The noise level in the work environment is usually moderate to high.

Physical Requirements

The physical demands of these positions will vary, as this classification describes a body of work to be performed by an individual with developmental disabilities.

Experience and Training

- Graduation from high school or equivalent preferred.
- Washington State Driver's License preferred.

Work Schedule

The Landscape Maintenance-Supported Employment position may be either a part-time or full-time position based on the ability of the individual performing the duties of this position.

Reasonable Accommodations

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

An established job coach may be required to provide training and instructions as needed.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran