



DEPARTMENT OF

# WATER WORKS

## Groundskeeper

**Salary:** \$34,200 - \$38,427

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 9/3/2024

### About Water Works

The Department of Water Works is responsible for the City water and wastewater systems and treatment facilities. The Department has two Divisions, Water and Wastewater, with a total staff of 50 professionals. The Department is responsible for the treatment and delivery of potable water to City homes and businesses, storage of water and maintenance of a network of piping, valves, and hydrants for fire protection, collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

### Profile

Performs grounds keeping and landscaping for the Wastewater Treatment Plant. Assists with janitorial and other facility maintenance projects, as needed. Performs other duties as assigned.

### Preferred Education

High School Diploma or GED required.

### Preferred Experience

Three (3) months of related experience.

### Requirements/Certifications

Valid Driver's License.

### How to Apply

- 1 Visit [salisbury.md/apply](https://salisbury.md/apply)
- 2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

# City of Salisbury, MD

## Classification Description

---

Classification Title: Groundskeeper

Grade: 1

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 4/1/2024

---

**Position Profile:** Under the general supervision of the assigned supervisor, performs the grounds keeping and landscaping for the Wastewater Treatment Plant. Assists with janitorial and other facility maintenance projects as needed. Performs other duties as assigned and additional responsibilities with career ladder advancement.

### **Duties and Responsibilities**

**Administrative Management:** Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Maintains the grounds of the Wastewater Treatment Plant and substations.
- Assists with painting and other maintenance upkeep.
- Oils and greases machines.
- Cleans work area, tools and equipment.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.

**Skills Proficiency/Strategic Planning:** Skillful in tools, hardware, software, and equipment of the Wastewater Treatment Plant.

- Working knowledge of City policies and procedures.
- Act as a representative of the City of Salisbury to the public.
- Safely operate heavy vehicles, tools, and equipment.
- Accurately follow written and oral instructions.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

**Leadership/Team Leader:** Maintains working relationship with supervisors and department staff.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Collaborates with other staff members and departments.

**Stewardship/Resources:** Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.

**Development/Leadership Development:** Participates in opportunities to earn or maintain professional credentials and certifications.

- Work on improving skills by attending relevant meetings and trainings.
- Keeps abreast of new processes and equipment by reading articles, directives, operations notes, and attend relevant meetings, seminars, and workshops.

#### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

#### **Education and Experience**

- High School diploma or GED
- Valid Driver's License
- Three months related experience and/or training.
- Some electrical maintenance experience.

#### **Physical Requirements**

- Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

---

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.