

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Groundskeeper/Custodian

**Class Code Number:** 7020

**Position Designation:** Semi-Skilled Labor/General

**Division:** Public Works

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### General Purpose of Position

The purpose of this position is to provide professional and appropriate basic level maintenance for properties within the responsibility of the City. The groundskeeper/custodian position works under the direct supervision of a Maintenance Worker II and under the general supervision of the Public Works Superintendent.

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### RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**  
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**  
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**  
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**  
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**  
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**  
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**  
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

### FORMAT

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**Result Statements:** (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a ) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

**A. The City's infrastructure is maintained to the City's standards.**

- City streets are cleared of trash/debris in a timely manner.
- Emergency snow removal situations are responded to promptly.
- Snow removal operations are performed in accordance with City procedures.

**B. City facilities, parks, and the Village area are maintained to the City's standards.**

- Carpets are vacuumed thoroughly on a routine basis and spot cleaned as needed.
- Restrooms are cleaned and sanitized daily.
- Furniture/equipment is moved to accommodate meetings, special events, etc.
- Wastebaskets/trash cans are emptied and cleaned on a regular basis.
- Recycle bins are emptied on a weekly basis.
- Trash and/or recyclables are collected on a regular basis.
- City trash collection sites are maintained in a clean and orderly manner.
- Windows are washed on an as needed basis.
- Furniture, woodwork, fixtures, etc. are dusted, cleaned, and polished on a routine basis.
- Floors are mopped and waxed on a regular basis.
- Sidewalks and walkways are kept clear through regular sweeping, raking, and/or snow/ice removal.
- Lawns, bushes, shrubs, etc. are maintained in good condition through regular watering, weeding, trimming, and fertilizing.
- City grounds are kept clear of debris through regular sweeping, raking, and trash pick up.
- City grounds are maintained through seasonal planting of flowers, shrubs, and other flora.
- Minor maintenance is performed (change lights, install blinds, etc.) on an as needed basis.

**C. City vehicles and equipment are maintained to the City's standards.**

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- Support is provided as directed by Public Works supervision.

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### Qualifications

**Education:** A high school diploma or equivalent is required.

**Experience:** Two years experience with custodial and/or groundskeeping duties is required.

### Knowledge, Skills, Abilities, and Personal Characteristics

The ability to communicate effectively and to exercise sound judgment is required. Knowledge of custodial practices and grounds keeping procedures is desirable. Ability to utilize hand tools and light equipment is required.

### Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. The employee must be physically able to bend, stoop, climb, and reach. This position requires the employee to operate hand tools, power tools, and motor vehicles.

### Tools

This position typically requires the use of the following tools: vacuum, broom, mop, shovel, rake, and snow blower.

### Work Environment

This position requires both indoor and outdoor work. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow and high levels of noise.