

## **Worcester County Job Opportunities**

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – MAINTENANCE

**JOB TITLE:** GROUNDS WORKER II

**COMPENSATION:** GRADE 10/STEP 5, \$19.12 HOURLY/\$39,770 ANNUALLY

**WORK LOCATION:** WORCESTER COUNTY MAINTENANCE DIVISION OFFICE, 6113 TIMMONS RD. SNOW HILL, MD 21863- WITH WORK ACROSS WORCESTER COUNTY BUILDINGS/GROUNDS

**WORK SCHEDULE:** NORMAL WORK SCHEDULE IS TUESDAY-FRIDAY, 6AM-4:30PM (4, 10-HOUR DAYS)

**APPLICATION PERIOD: UNTIL FILLED**

**JOB SUMMARY:** Under general supervision; perform grounds maintenance and preventive maintenance activities, using tools and equipment such as hand and power tools, a variety of small gas powered, electrically driven, and/or hydraulically operated equipment/machinery; and trains/assists in the operation of equipment and trucks used by the Public Works Department.

### **GENERAL REQUIREMENTS**

- Pre-employment background check
- Safety sensitive position requiring drug and alcohol testing
- DOT Physical with Medical Examiner's Certificate
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD)
- Essential personnel subject to emergency call-back with little or no notice

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Performs landscaping and property maintenance, including but not limited to cutting grass, trimming bushes, trimming shrubbery and trees, spreading topsoil & mulch, and shoveling snow
- Applies pesticides and fertilizer while registered under a Pesticide Licensee
- Operates a variety of hand, power tools and powered equipment
- Performs work tasks that may require the use of elevated platforms, bucket trucks, aerial man lifts, or extension ladders
- Operates vehicles with trailers to transport personnel and equipment to worksites
- Loads, unloads, or assists in loading and unloading equipment, tools, and materials
- Performs preventative and routine maintenance on tools, machinery, and equipment
- Performs and assists in general building maintenance that includes assisting with minor carpentry and painting

- Knowledge of proper safety procedures and PPE utilization at all times to perform job-related duties
- Participates in safety-related training and maintains records and logs
- Completes assigned tasks accurately and by established deadlines
- Cross trains and backs up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc., and works safely
- Knowledge of proper safety procedures and PPE utilization at all times to perform job-related duties
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Performs other related duties at any location as assigned.

#### **QUALIFICATIONS AND SKILLS**

- High School Diploma or GED required
- Valid driver's license and driving record of less than 4 points (MD)
- Ability to register to apply pesticides under a certified applicator
- Knowledge and skill in the operation and maintenance of hand and power tools, equipment, and commercial weight vehicles used in grounds maintenance and landscaping
- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to perform duties independently and as part of a team to complete assigned tasks by established deadlines
- Ability to perform manual physical labor, including frequent walking, bending, stooping, lifting, and carrying heavy objects up to 80 lbs., and the operation of vehicles, tools, and equipment

#### **SAFETY ANALYSIS**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time))*

Very Heavy work; Constant viewing and lifting over 20lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 50lbs; Occasionally over 80lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Adverse, inclement weather conditions, use of power tools and equipment and confined space entry (training is provided).

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.