



VILLAGE OF TIJERAS JOB DESCRIPTION

TEMPORARY GROUNDS MAINTENANCE TECHNICIAN

Full-Time, Temporary, Non-Exempt

POSITION SUMMARY

The Temporary Grounds Maintenance Technician performs manual labor and operates landscaping equipment to control weeds, remove brush, trim trees, and maintain parks, roadsides, rights-of-way, landscaped areas, and other Village-owned property.

This is a temporary, full-time position ending November 20, 2026. The position works under the direction and supervision of the Village Clerk/Manager or designee.

EDUCATION AND EXPERIENCE

- High school diploma or high school equivalency credential, such as a General Educational Development (GED) certificate.
- Previous experience in grounds maintenance, landscaping, vegetation removal, or a related field is preferred but not required.

ADDITIONAL REQUIREMENTS

- Possession of a valid driver's license and an acceptable driving record.
- Ability to perform physical labor for extended periods, with or without reasonable accommodation.
- Ability to lift and carry objects weighing up to 100 pounds.
- Ability to bend, kneel, stoop, climb, reach, pull, push, and stand or walk for prolonged periods.
- Ability to safely operate landscaping tools, power equipment, and machinery.
- Ability to work outdoors in heat, cold, wind, dust, and other varying weather conditions.
- Ability to work around pollen, weeds, insects, vegetation, dust, noise, and equipment exhaust.
- Ability and willingness to attend required equipment and safety training.
- Ability to work outside normal business hours when required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of grounds, landscape, and vegetation maintenance.
- Knowledge of occupational hazards and safe work practices associated with outdoor maintenance.
- Ability to safely operate weed trimmers, lawn mowers, chainsaws, pole saws, hedge trimmers, blowers, and similar equipment.
- Ability to safely use hand tools, including shovels, rakes, hoes, pruning shears, loppers, and saws.
- Ability to operate tractors, trailers, and other Village equipment when properly trained and authorized.
- Ability to identify unsafe conditions and report hazardous trees, limbs, equipment, or work areas.
- Ability to follow verbal and written instructions.
- Ability to work independently and cooperatively with Village employees.
- Ability to establish and maintain effective working relationships with coworkers and the public.

MAJOR TASKS AND RESPONSIBILITIES

- Cut, trim, and remove weeds, grass, brush, and other unwanted vegetation from Village-owned property.
- Mow and maintain Village parks, landscaped areas, roadsides, medians, easements, and rights-of-way.
- Prune and remove trees, branches, shrubs, and overgrown vegetation as directed.
- Remove dead, damaged, fallen, or obstructive tree limbs and vegetation within the employee's training and assigned responsibilities.
- Operate weed trimmers, lawn mowers, chainsaws, pole saws, hedge trimmers, blowers, and other grounds-maintenance equipment.
- Rake, collect, load, haul, and dispose of weeds, branches, brush, leaves, and other green waste.
- Clear vegetation from around buildings, fences, signs, sidewalks, drainage areas, utility facilities, fire hydrants, and other Village infrastructure.
- Remove weeds and vegetation that obstruct visibility, pedestrian access, traffic signs, or public rights-of-way.
- Pick up litter and debris from parks, roadsides, landscaped areas, and other Village property.
- Assist with maintaining irrigation systems and watering landscaped areas as directed.
- Inspect tools and equipment before use and report damage, malfunctions, or needed repairs.
- Clean and perform routine maintenance on tools and equipment after use.
- Place cones, signs, barricades, or other traffic-control devices around work areas as directed.
- Follow all safety procedures and use required personal protective equipment.
- Maintain a clean, safe, and orderly work environment.
- Assist Village maintenance personnel with related outdoor projects as assigned.
- Perform other grounds-maintenance duties as assigned by the Village Clerk/Manager or designee.

WORKING CONDITIONS

Work is performed primarily outdoors and may involve exposure to extreme temperatures, direct sunlight, wind, dust, pollen, insects, loud noise, moving equipment, uneven terrain, sharp vegetation, and other conditions commonly associated with grounds maintenance. The employee must use appropriate personal protective equipment and comply with all Village safety requirements.

TEMPORARY APPOINTMENT

This is a temporary, full-time position scheduled to end November 20, 2026. Temporary appointment to this position does not create a guarantee or expectation of continued employment beyond that date.

The duties listed in this job description are intended to describe the general nature and level of work performed. They are not intended to constitute an exhaustive list of all responsibilities, duties, or qualifications required.