

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 2412 7th Street
P. O. Box 1430
Meridian, Mississippi 39302-1430
(601) 485-1931

AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI

GROUNDS MAINTENANCE TECHNICIAN (5003)

Up to a maximum salary of \$36,471

OPENING DATE: **November 15, 2023**

CLOSING DATE: Applications will be accepted until **12:00 Noon on December 4, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Maintains ornamental plantings and landscaped areas at city parks, recreation facilities, downtown areas, or other city property. Performs various manual work tasks associated with landscaping and grounds maintenance, which may include spreading grass seed or fertilizer, watering landscaped areas, pruning trees/shrubs, cutting tree limbs, mulching grounds, planting trees/shrubs, planting/transplanting flowers, maintaining flower beds, maintaining potted plants, pulling weeds, trimming vines, mixing/applying pesticides and herbicides, sweeping/raking grounds, disposing of litter/trash from grounds, digging holes/trenches, or shoveling materials. Performs various manual tasks associated with department projects, which may include installing/repairing irrigation systems, adjusting irrigation heads, or lifting/moving heavy materials. Operates a variety of machinery, equipment, and tools associated with department activities, which may include a utility truck, spray trailer, spreader, hedge trimmer, pole pruner, gas powered shears, chain saw, post hole digger, ladder, chemical sprayer, clippers, shovel, rake, broom, mechanic's tools, or radio communications equipment. Transports, loads and unloads various equipment and materials used in projects. Performs general maintenance tasks necessary to keep machinery, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, replacing parts, greasing equipment, washing/cleaning equipment, and cleaning shop and work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment. Utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals. Assists in monitoring inventory levels of plants, equipment, and supplies; initiates request for new or replacement materials. Identifies plants requiring replacement. Prepares or completes various forms, correspondence, reports, lists, and other documents. Receives various forms, reports, correspondence, lists, magazines, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. Communicates with supervisor, employees, other departments, the public, and other individuals as needed to

coordinate work activities, review status of work, exchange information, or resolve problems. Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary. Provides assistance to other employees or departments as needed. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by vocational/technical training in horticulture; supplemented by one (1) year previous experience and/or training involving landscaping or grounds maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Within six (6) months of employment, must possess and maintain a valid Private Pesticide Applicator Certificate. Must possess and maintain a valid Mississippi driver's license at time of employment.

EXAMINATION: The examination shall consist of 30% minimum qualifications and 70% oral interviews. Applicants deemed to have met the minimum qualifications will be notified by the Civil Service Secretary when to pick up their written notification for the oral interviews that will take place at **2:00 P.M. on Wednesday, December 13, 2023** by appointment only in the second-floor conference room of Union Station located at 1901 Front Street Meridian, MS. 39301. Eligibility shall be for a period of up to one (1) year from the date of certification. No test component will be rescheduled regardless of circumstances. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement.** **False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination.** Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application. **As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.**

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. **THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED.** Indicate special needs. For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.