

# COAST UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### TITLE: GROUNDS LEAD

SALARY RANGE: 19

### DEFINITION

Under general supervision of the Supervisor of Maintenance and Operations in coordination with the Site Administrators, will lead, direct and implement operational procedures for the assigned department and to perform grounds maintenance and gardening work as assigned, keep assigned building areas clean orderly, and perform related work as required.

### EXAMPLE OF DUTIES

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Plant, edge, mow, and water lawns; plant, replant, fertilize, water, trim, and prune shrubs, trees, or flowers; prepare ground for planting, weed and spray planted areas; clean and maintain grounds, mix and apply pesticides and sprays in accordance with state law and licensing requirements; operate equipment such as dump trucks, backhoe, and heavy duty tractors; operate and maintain grounds-related parts of heavy duty mowing, sweeping, and fertilizing equipment; patch, repair and seal blacktop surfaces; install, maintain and repair elements of the districts' sprinkler systems, including time clocks, manual valves, sprinkler heads, and water lines feeding the irrigation systems, both drip and overhead sprinklers; inspect and repair all wiring and controls connected to or related to sprinklers; perform needed plumbing and repairs to water lines; establish and monitor watering schedules for the District; adjust time clocks to provide a comprehensive watering program compatible with other school operations; operate and maintain in good working condition all tools and equipment; lay out and line athletic fields, do construction work in connection with grounds projects, grading, repairs to grounds structures; do hauling, mowing, planting, raking, trash pick-up; do minor carpentry work; assist maintenance workers in performance of such duties as carpentry, electrical, plumbing, window glazing and painting, and custodians in such duties as cleaning, moving furniture; work as part of crew during school recesses or special occasions as directed; participate in staff development; do other special projects as assigned.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED; construction and plumbing skills sufficient for job duties; three years of experience in grounds maintenance or landscaping work preferred.

Knowledge and Abilities: Knowledge of landscaping skills materials, tools and equipment necessary to perform job tasks; ability to exercise good judgment and work effectively in the absence of supervision; ability to skillfully and safely work with dangerous chemicals. Ability to do strenuous physical work; ability to be adaptable to changing situations; ability to understand and carry out oral and written instructions; ability to work independently; ability to skillfully and safely operate and care for grounds and related equipment; ability to establish and maintain effective working relationships with staff members, parents, students, and community members.

## Successful Completion of Hiring Process

## LICENSE/CERTIFICATE REQUIREMENTS:

Valid California Driver's License. Within one year of employment, apply for pesticide application certificate.